

GSA Council Meeting CONSOLIDATED AGENDA
Monday, November 17, 2014 at 6:00 pm
MEC 2-01

A light, vegetarian dinner will be served at 5:15 pm at MEC 2-01.

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review (in accordance with the Standing Orders of Council). Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and management are emailed the Friday before a Monday meeting so that the content is as current as possible.

Speaker Sarah Prescott in the Chair

OPEN SESSION

1. Roll Call
2. Approval of the 17 November 2014 Agenda
3. Approval of the Minutes from the 20 October 2014 GSA Council meeting.
Attachments:
 - Minutes from the 20 October 2014 GSA Council meeting
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

**Attached Numbered
Pages**

3.0 - 3.6

Presentations and Councillor Announcements

5. Councillor Announcements

Action Items, Elections, Appointments, Special Business, Updates

6. "GSA Elections and Judicial Package": Proposed Revisions and Additions to GSA Bylaw (Council, Officers, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers, GSA Standing Committees, GSA Appeals and Complaints Board, and Elections) and GSA Policy (Performance of GSA Committee Members and Representatives on University Governing Bodies and Committees, Standing Committees (Elections and Referenda Committee, Nominating Committee, Appeals and Complaints Board, Judicial Committee), Elections, Referenda, Officer Portfolios (CRO), and Discipline) **First Reading for Bylaw and Only Reading for Policy**

Presented by Hamman Samuel (GSA Chief Returning Officer and Chair of the GSA Elections and Referenda Committee), Nathan Andrews (GSA President and Chair of the GSA Governance Committee), and Richard Kanyo (GSA Deputy Returning Officer)

Attachments:

- Outline of Issue 6.0-6.1
- Cover Letter to GSA Council from Nathan Andrews, (President and Chair of the GSA Governance Committee) and Hamman Samuel (CRO and Chair of the GSA Elections and Referenda Committee) 6.2-6.4
- "GSA Elections and Judicial Package" of Proposed Revisions and Additions to GSA Bylaw and Policy: Triple Column 6.5 - 6.66
- "GSA Elections and Judicial Package" of Proposed Revisions to GSA Policy, Referenda: Triple Column 6.67 - 6.85
- "GSA Elections and Judicial Package" of Proposed Revisions and Additions to GSA Bylaw and Policy: If Approved Version 6.86 - 6.123

7. GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Proposed Revisions to GSA Bylaw and Additions to GSA Policy, **Second Reading for Bylaw**

Presented by Megha Bajaj (GSA Vice-President Student Services)

Attachments:

- Outline of Issue 7.0
- GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: Triple Column 7.1 - 7.7
- GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: If Approved Version 7.8 - 7.11

8. GSA Council Members and GSA Council Quorum: Proposed Revisions to GSA Bylaw, **First Reading for Bylaw**

Presented by Nathan Andrews (GSA President)

Attachments:

- Outline of Issue 8.0
- GSA Council Members and GSA Council Quorum: Proposed Revisions to GSA Bylaw: Triple Column 8.1 - 8.2
- GSA Council Members and GSA Council Quorum: Proposed Revisions to GSA Bylaw: If Approved Version 8.3

9. GSA Policy, Officer Portfolios: Proposed Revisions to GSA Policy, **Only Reading for Policy**

Presented by Nathan Andrews (GSA President and Chair of the GSA Governance Committee)

Attachments:

- Outline of Issue 9.0
- Officer Portfolios: Proposed Revisions to GSA Policy: Triple Column 9.1 - 9.15
- Officer Portfolios: Proposed Revisions to GSA Policy: If Approved Version 9.16 - 9.23

10. GSA Awards and Adjudication Criteria: Proposed Revision to GSA Policy, Only Reading for Policy	
Presented by Susan Cake (Vice-President External and Chair of the GSA Awards Selection Committee)	
<i>Attachments:</i>	
• Outline of Issue	10.0
• GSA Awards and Adjudication Criteria: Proposed Revision to GSA Policy: Triple Column	10.1
• GSA Awards and Adjudication Criteria: Proposed Revision to GSA Policy: If Approved Version	10.2
11. Special Business (none at this time)	
<u>Reports</u>	
12. President (Nathan Andrews, GSA President)	
i. President's Report	12.0 - 12.1
ii. GSA Board	12.2 - 12.3
iii. GSA Budget and Finance Committee (no meetings this reporting period)	
iv. GSA Governance Committee	12.4
a) GSA Nominating Committee	
i. GSA Nominating Committee Report (presented by Lacey Fleming, GSA Nominating Committee Vice-Chair)	12.5 - 12.6
13. Vice-President Academic (Colin More, GSA Vice-President Academic)	
i. Vice-President Academic's Report	13.0
14. Vice-President Student Services (Megha Bajaj, GSA Vice-President Student Services)	
i. Vice-President Student Services' Report	14.0 - 14.1
ii. GSA Student Affairs Advisory Committee (joint chair: Vice-President External) (no meetings this reporting period)	
15. Vice-President External (Susan Cake, GSA Vice-President External)	
i. Vice-President External's Report	15.0 - 15.1
ii. GSA Awards Selection Committee	15.2
16. Vice-President Labour (Monty Bal, GSA Vice-President Labour)	
i. Vice-President Labour's Report	16.0 - 16.1
ii. GSA Negotiating Committee (no meetings this reporting period, will resume meeting Fall 2015)	
iii. GSA Labour Relations Committee (no meetings this reporting period)	
17. Senator (Gary Barron, GSA Senator)	
i. Senator's Report (no written report at this time; Senate is meeting soon)	
18. Speaker (Sarah Prescott, GSA Speaker)	
i. Speaker's Report (no written report at this time)	
19. Chief Returning Officer (Hamman Samuel, GSA Chief Returning Officer)	

- i. Chief Returning Officer's Report **(will report orally under Item 6)**
- ii. GSA Elections and Referenda Committee **(see Item 6)**

20. GSA Management **(Ellen Schoeck, GSA Executive Director)**

- i. Executive Director's Report

20.0 - 20.7

Question Period

21. Written Questions

22. Oral Questions

Adjournment

**Meeting Minutes
20 October, 2014
GSA Council Meeting**

[Note: All materials referred to in these Minutes are stored in hard copy in the Official File, as well as electronically]

IN ATTENDANCE:

Nathan Andrews (President)	Aaron Veldstra (Art & Design)	James White (History & Classics)	Sabina Baghirova (Pharmacology)
Colin More (VP Academic)	Michele DuVal (Bio Sci)	Sumit Mandal (Human Ecology)	Luke McNulty (Philosophy)
Monty Bal (VP Labour)	Patricia Leighton (Bio Sci)	Sandra Sawchuk (Humanities Computing)	Mohammad Maghfourian (Physical Therapy)
Susan Cake (VP External)	Virginia Weber (Business PhD)	Madhurima Kumar (Internetworking)	Brayden Whitlock (Physiology)
Megha Bajaj (VP Student Services)	Virginia Pimmett (Cell Biology)	Gooneshwaree Beesoon (Library & Information Sci)	Emrah Keskin (Political Science)
Sarah Prescott (Speaker)	Elaheh Davari (Chem & Mat Eng)	Sourayon Chanda (Mech Eng)	Ruojng Zhou (Psychology)
Richard Kanyo (DRO)	Chad Iverson (Chemistry)	Ninad Mehta (Med Microbio & Immunology)	Karna Dhirvani (Public Health)
Gary Barron (Senator)	Sarah Miles (Civ and Enviro Eng)	Axel Perez Trujillo (MLCS)	Greg Cugnet (Rehab Med)
Qendresa Beka (Councillor-at-Large)	Jordan Barlett (Comm Sci & Disorders)	Grant Norman (Neuroscience)	Kayla Swanson (Religious Studies)
Jude Kong (Councillor-at-Large)	Neda Aslsabbaghpourhokmabadi (Computing Sci)	Lisa Pashniak (Occupational Therapy)	Alison Murata (Renewable Resources)
Owuraku Kusi-Ampofo (Councillor-at-Large)	Laura Brin (Earth & Atmospheric Sci)	Lauren Richards (Occupational Therapy)	Kyle Kipps (Renewable Resources)
Saeed El Khair Nusri (Councillor-at-Large)	Connie Yuen (Ed Psych)	Laura Lee (Oncology)	Angela Bentley (Res Econ & Enviro Sociology)
Harsh Thaker (Councillor-at-Large)	Sulya Fenichel (Elementary Ed)	Dylan Breitreutz (Oncology)	Iris Yin (Secondary Education)
Pooran Appadu (AFNS)	Willow White (English & Film Studies)	Antoinette Nguyen (Paediatrics)	Tasha Jayatunge (Sociology)
Alphonse Ahola Ndem (Anthropology)			

GUESTS: J Leifso (Political Science, Candidate for Dean of Arts Review Committee)

Speaker Sarah Prescott in the Chair.

The meeting was called to order at 6:00 pm.

Roll Call

1. Roll Call of Council Members in Attendance

Approval of Agenda

2. Approval of the 20 October, 2014 Consolidated Agenda

Members had before them the 20 October, 2014 Consolidated Agenda, which had been previously distributed on 17 October, 2014.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 20 October 2014

It was noted that the date of the Minutes on the Consolidated Agenda should be September 22, 2014, not October 20, 2014.

Minutes approved by UNANIMOUS CONSENT.

Approval of Minutes

3. Minutes

i. Minutes from the 22 September, 2014 GSA Council meeting

Members had before them the 22 September, 2014 GSA Council Minutes, which had been previously distributed on 09 October, 2014.

C Iverson noted that he was in attendance at the September 22, 2014 GSA Council Meeting.

N Andrews MOVED to approve the Minutes. SECONDED by G Norman.

Motion PASSED UNANIMOUSLY.

Changes in Council Membership

4. Changes in Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: G Cugnet (Rehab Medicine); M Maghfourian (Physical Therapy); S Miles (Civil & Enviro Eng); K Dhirvai (Public Health); L Lee (Oncology); J Barlett (Communication Sci & Disorders); W White (English & Film Studies); V Weber (Business PhD).

ii. Farewell to Departing Councillors

There were no Departing Councillors at this meeting.

Action Items, Elections, Appointments, Special Business

5. Councillor Announcements

G Norman stated that Let's Talk Science is looking for graduate student volunteers to participate in events, such as the upcoming School of Witchcraft and Wizardry Event.

6. Elections

i. Decanal Search and Review Committees: Paper Ballot Election

Members had before them the Nominees for the Faculty of Education Decanal Search Committee, which had been previously distributed on 17 October, 2014 and distributed in hard copy at the Meeting, and the Nominees for the Faculty of Arts Decanal Review Committee, which had been distributed in hard copy at the Meeting. M DuVal presented the item.

M DuVal stated that Council is being asked to select graduate students to sit on two committees. According to U of A Policy, GSA Council is to select graduate students for Decanal Search and Review Committees. For the Dean of Education Search Committee, the GSA approached all departmental graduate students in the Faculty of Education, and received four nominations. For the Dean of Arts Review Committee, the Office of the Dean of Arts advertised the position to all graduate students, and the GSA received five nominations. Because not all nominees could be present for either election, none of them have been invited to speak. Council has the bios and resumes of all nominees before them.

Elections results are listed below, at the point in the Meeting at which they were announced.

7. Alberta Graduate Provincial Advocacy Council (ab-GPAC): Membership

Councillors had before them an outline of issue, cover letter from the GSA President, and the ab-GPAC Bylaws, which had been previously distributed on 10 October, 2014. The item had been deferred from the September 22, 2014 meeting of GSA Council. N Andrews presented the item.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 20 October 2014

MOTION BEFORE COUNCIL: That GSA Council, on the **unanimous recommendation** of GSA Board, **APPROVE** membership of the Graduate Students' Association of the University of Alberta in the Alberta Graduate Provincial Advocacy Council (ab-GPAC).

N Andrews stated that there used to be a provincial group called the Alberta Graduate Council. It was dissolved last October, as it had no solid legal basis to operate and did not have clear policies or procedures. The four CARI GSAs thought it would be best to dissolve and start from new foundations. Graduate students pay \$0.50/term to contribute to a provincial advocacy group, and it is crucial for our relationships with the provincial government. Recently attended a meeting in Calgary with the Minister of Innovation and Advanced Education, and it was clear that because the graduate students had not yet formed this group that we did not have concrete statements to make to government at this time. N Andrews further stated that Councillors had the Bylaws for the new group before them, and that policies have been or are being developed around financial controls, a code of conduct, and travel expenditures. Further, the GSA's lawyers have either drafted or reviewed all of these documents and agree that they are solid. Everything has gone through many drafts; when N Andrews began his term in May, former GSA President B Epperson thought the work was almost done, but it has taken several more meetings and drafting to get the documents to this point. The GSA Board approved recommending joining the new provincial advocacy group unanimously.

S Fenichel asked why the Bylaws allowed for "borrowing by the society", and why it should be allowed. N Andrews responded that he does not think the group should need to borrow, but it is there for flexibility and the group wants the Bylaws to be as flexible as possible. Control over borrowing will be set out further in policies. S Fenichel asked if a decision on the part of ab-GPAC to borrow would have to come back to Council, and N Andrews responded that Council would be aware of the situation. M Caldwell stated that she believes the statement about borrowing is a requirement of the *Societies Act* to be in the Bylaw, but will confirm that fact.

S Fenichel asked if electronic communications (signatures, emails, etc) count towards the need for resolutions in writing to be signed (Bylaw 9.10). S Cake responded that emails still count, and that the group won't differentiate between hand written and email. N Andrews reiterated that the Bylaws are more open than the policies are for the group, because it is easier to amend policies than Bylaws.

There were no further questions.

MOTION: That GSA Council, on the **unanimous recommendation** of GSA Board, **APPROVE** membership of the Graduate Students' Association of the University of Alberta in the Alberta Graduate Provincial Advocacy Council (ab-GPAC). N Andrews **MOVED**. L Brin **Second**.

Motion PASSED. One opposed.

8. GSA 2014-2015 Budget and Expenditure (Quarterly) Report

Councillors had before them an outline of issue, the GSA 2014-2015 Budget Expenditure (Quarterly) Report, the GSA 2014-2015 Quarterly Operating Budget Narrative, and the GSA 2014-2015 Quarterly Restricted and Other Funding Narrative which had been previously distributed on 10 October, 2014. N Andrews presented the item.

MOTION BEFORE COUNCIL: That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report.

N Andrews stated that the Quarterly Reports are presented to Council so that Councillors can track the financial stability of the organization. Everything is on track for this year, and there are projections for the rest of the year. The financial team is happy about the financial health of the organization, and are now preparing for building the 2015-2016 Budget, which will come before Council in February.

K Swanson asked for clarification on the 'Appreciation' line item under Elected Officers - Other Expenses which states that it is for "Elected Officers recognition in the form of lunches/cards/birthdays", and how that part of the

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 20 October 2014

budget is decided. E Schoeck replied that it is used for things like a get well card when a dean that the Elected Officers deal with a lot is ill, or to celebrate big milestones like candidacy. The description can be changed to reflect more accurately what the line is meant for.

MOTION: That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. N Andrews **MOVED**. L Pashniak **Second**.

Motion PASSED UNANIMOUSLY.

9. GSA Health and Dental Plan Bylaw Changes

Councillors had before them an outline of issue, the proposed changes to Health and Dental Bylaw in triple column format, and the proposed changes to Health and Dental Bylaw if approved which had been previously distributed on 10 October, 2014. M Bajaj presented the item.

MOTION BEFORE COUNCIL: That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND Part XII, Health and Dental Plan, as presented in the attached triple column document, **effective upon the second reading**.

M Bajaj stated that this is the first reading of the recommended changes before Council. The changes are intended to make the Bylaw more clear, and easy to read and navigate. The proposed changes also leave the Bylaw as a high-level structure for the Health and Dental Plan, while the procedural aspects have been moved to policy. The term 'premium' is changed to 'fee' throughout, to more accurately reflect what graduate students pay, and the Health and Dental Plan Reserve Fund information, which is currently under finances, is being integrated with the rest of the Health and Dental Plan Bylaw and Policy.

S Fenichel pointed out a typo in 3.2.1 - 'is' should be 'are'. S Fenichel also asked about the wording of 8.2. The language says a draw down can only be proposed once the total fees are less than the cost of the plan. Does that mean you only dip in if fees are more than the cost of the plan? M Bajaj replied that the draw down can only be proposed once the total fees collected is less than the cost of the plan. Basically, it can be used to increase services or coverage. Council approves the Health and Dental Fee, and sometimes after it is set, the actual claims make the next year's fee more or less than what Council has approved. If there is an increase we can use the funds to cover it; if it is less, we can do what we did earlier this year which is to increase a portion of the coverage. The GSA Budget and Finance Committee recommend to the GSA Board, who recommend to GSA Council the use of the fund, so basically Council decides how the fund can be used.

There were no further questions.

MOTION: That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND Part XII, Health and Dental Plan, as presented in the attached triple column document, **effective upon the second reading**. M Bajaj **MOVED**. G Norman **Second**.

Motion PASSED UNANIMOUSLY.

10. Special Business (none at this time)

Reports

11. President

i. President's Report:

Members had before them a written report from the GSA President, which had been previously distributed on 17 October, 2014. The reports stood as submitted. In addition, N Andrews highlighted that Councillors had before them the first GSA Governance Committee (GC) report since he took office in May. The report is related to the recommended changes to GSA Elections and Referenda Bylaw and Policy that will be coming forward next month

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 20 October 2014

from the GSA Elections and Referenda Committee (ERC). As many of the changes being recommended by the GSA ERC are related to aspects of GSA Bylaw and Policy that fall outside of GSA Elections and Referenda Bylaw and Policy, the GSA GC has been asked to review and recommend those aspects that fall outside of the GSA ERC's purview.

There were no questions.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

iii. Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

iv. Governance Committee

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

a) Nominating Committee

i. Nominating Committee Report

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

There were no questions.

14. Vice-President Academic

i. Vice-President Academic's Report

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

There were no questions.

15. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

There were no questions.

ii. Student Affairs Advisory Committee (joint chair: Vice-President Student Life)

No meetings this reporting period.

16. Vice-President External

i. Vice-President External's Report

Members had before them a written report from the Vice-President External, which had been previously distributed on 17 October, 2014. The report stood as submitted and, in addition, S Cake highlighted that her report covers ab-GPAC, the Athletics and Recreation Fee Committee, changes to residence fees, and meetings of government committees.

There were no questions.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 20 October 2014

ii. Awards Selection Committee

No meetings this reporting period. The Agenda noted that the GSA ASC would be meeting shortly to adjudicate the Alberta Graduate Citizenship Award.

17. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted and, in addition, M Bal informed Councillors that there will be lots of opportunities for graduate student involvement with mental health and wellness initiatives on campus coming up shortly so Councillors should watch for those if they are interested.

There were no questions.

ii. Negotiating Committee

No meetings this reporting period. The Agenda noted that the GSA NC will resume meeting in Fall 2015.

iii. Labour Relations Committee

No meetings this reporting period.

18. Senator

i. Senator's Report

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

There were no questions.

19. Speaker

i. Speaker's Report

No report was required at this time.

20. Chief Returning Officer

i. Chief Returning Officer's Report

The GSA Elections and Referenda Committee Report (Agenda Item 20ii) also stood as the CRO's report. In addition, R Kanyo noted that the information presented in the GSA ERC report will come before Council in November as recommended changes to GSA Bylaws and Policy. The GSA ERC has been meeting regularly, and has also met with the GSA GC.

There were no questions.

ii. Elections and Referenda Committee

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted.

21. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 17 October, 2014. The report stood as submitted and, in addition, ED Ellen Schoeck stated that the corporate documents provide a sense of what has happened in the last four years. It comes before Council at least twice a year, and is part of the furniture and the record. Coming up this year is our Directors and Officers Insurance. We will be moving towards on provider for that and our General Liability Insurance, which was missing four years ago. We are happy to answer any detailed questions you might have about our agreements.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 20 October 2014

E Schoeck further stated that the GSA has been moving a lot of its Bylaw into Policy for the last four years. Bylaws should be tight, while policy is longer. Almost done with the first wave, but policies are still evolving. Regarding the Quarterly Report, if graduate student numbers drop that will be a hit to the GSA budget. Enrollment is down a little now, about 165 full-time and 77 part-time students. The GSA can handle that, but GSA BFC has talked about the risk.

There were no questions.

At this time the results of the Dean of Arts Review Committee and Dean of Education Search Committee were presented.

Dean of Arts Review Committee Election Results: A Pérez Trujillo received 9 votes; J Messelink received 5 votes; J Leifso received 22 votes; E Kinney received 9 votes; P Akude received 4 votes; 6 ballots were spoiled.

Dean of Education Search Committee Election Results: S Wong received 16 votes; P Tomczyk received 16 votes; C McNeill received 10 votes; B Budzan received 8 votes; 4 ballots were spoiled. Due to the tie between S Wong and P Tomczyk, a second ballot election was run to break the tie between them.

Question Period

22. Written Questions

No written questions were received prior to the meeting.

23. Oral Questions

There were no questions.

At this time the results of the tie-breaking ballot election for the Dean of Education Search Committee were presented.

Dean of Education Search Committee Tie-Breaker Results: S Wong received 24 votes; P Tomczyk received 21 votes; 3 ballots were spoiled.

Adjournment

The meeting was adjourned at 7:05 pm.

Outline of Issue (GSA Council)

“GSA Elections and Judicial Package”: Proposed Revisions and Additions to GSA Bylaw (Council, Officers, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers, GSA Standing Committees, GSA Appeals and Complaints Board, and Elections) and GSA Policy (Performance of GSA Committee Members and Representatives on University Governing Bodies and Committees, Standing Committees (Elections and Referenda Committee, Nominating Committee, Appeals and Complaints Board, Judicial Committee), Elections, Referenda, Officer Portfolios (CRO), and Discipline), FIRST READING FOR BYLAW AND ONLY READING FOR POLICY

Suggested Motion #1 for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **APPROVE, on the recommendation of the GSA Elections and Referenda Committee and the GSA Governance Committee, the proposed revisions and additions to GSA Bylaw and Policy**, as shown in the attached triple column and “if approved” documents, **effective upon the second reading (in the case of GSA Bylaw) and immediately (in the case of GSA Policy).**

Suggested Motion #2 for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **DELEGATE** to the GSA Elections and Referenda Committee (GSA ERC) and GSA Governance Committee (GSA GC) **authority to reconcile any discrepancies or inconsistencies related to any aspect of GSA Elections and Referenda Bylaw and Policy to reflect the most recent intention of GSA Council and report such instances to GSA Council.**

Background:

Relevant background information and a summary of the proposed revisions and additions can be found in the attached cover letter to GSA Council from the Chair of the GSA Elections and Referenda Committee (CRO Hamman Samuel) and the Chair of the GSA Governance Committee (President Nathan Andrews).

A joint meeting of the GSA Elections and Referenda Committee (GSA ERC) and the GSA Governance Committee (GSA GC) was held on October 15, 2014, the GSA ERC met on October 23, 2014 to further considered the proposed revisions and additions, and a second joint GSA ERC/GSA GC meeting was held on Monday, October 27, 2014. **The GSA ERC then met on October 28, 2014 to further review the proposed revisions and additions and recommended them to GSA Council via an email vote on November 7, 2014. The GSA GC voted, via email, on November 7, 2014 to recommend the proposed revisions and additions to GSA Council. The GSA Board reviewed for proposed revisions and additions prior to onward transmission to GSA Council at its meetings of October 29 and November 5, 2014.**

Prepared by M Caldwell, C Thomas and E Schoeck for GSA Council November 17, 2014

Provided Motion #1 is approved, the proposed revisions and additions will be before GSA Council for a second reading at its meeting of December 8, 2014.

With respect to Motion #2, an intense amount of work, over a compressed period of time, has gone into the material before GSA Council members. Following a series of reviews and consultations with the GSA ERC, the GSA GC, the GSA Board, and the GSA's lawyers, multiple sets of revisions were made. **It is anticipated that some remaining discrepancies and inconsistencies will come to notice over the next year (unavoidable in a project of this size!). It is thus proposed that the GSA ERC and GSA GC have delegated authority from GSA Council to reconcile such instances and report them to GSA Council.**

Jurisdiction:

1. GSA Policy, Standing Committees, Section 9.3.a and 9.3.c:
The mandate of the GSA ERC is to *"advise the CRO on all matters pertaining to elections, referenda, and by-elections"* and *"the ERC will review Elections and Referenda Bylaws and Policies annually and make any recommendations to Council through the Board"*.
2. GSA Policy, Standing Committees, Section 5.2.a:
The mandate of the GSA GC is to *"advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting"*.
3. GSA Bylaw, Part I, Section 1.2
"These Bylaws ... may be amended by two two-thirds majority votes of Council held on seven calendar days' notice of motion and no less than one week apart".
4. GSA Bylaw, Part I, Section 2.2
"The GSA Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council."

Dear GSA Council Colleagues,

November 7, 2014

The President's Task Force on Elections Bylaw and Policy submitted its final report to Council in July 2014. The GSA Elections and Referenda Committee (GSA ERC) has since worked intensively to develop changes to GSA Election Bylaws and Policies. This review, supported by the Executive Director's team, has led to proposed changes to several other related, outdated Bylaws and Policies. The proposal before you is complex, interactive, and will lead the GSA to a new level that is continually evolving. **Below is a summary of the major changes proposed - when applicable the appropriate page numbers in the triple column documents are listed in brackets.** Please note that the mandates of the ERC and the GSA Governance Committee overlap, and thus you have recommendations from two committees, which have met jointly.

Major changes to current GSA "Judicial" Bylaw and Policy as proposed: (*changes begin on page 6.38*)

- Current judicial policy has been flagged since 2010 as outdated. In modernizing and bringing this policy up to legal standards of fair process, these matters have been addressed: clarity to the expectations of those elected to Office; non-attendance at meetings no longer would go to the GSA's highest "court," but rather attendance policies are put forward which could result in a position being declared vacant.
- Current policy "strips" people from office without detailing procedural fairness; hence extensive re-writes and legal advice. Proposed changes now meet the standards of fair process.

How a CRO reaches a decision on breach of campaign Bylaw or Policy: (*'CRO's Decision on Penalties, Remedial Action, and Referrals' begins on page 6.29*)

- ERC proposes a job description together with qualities needed in a CRO. In this proposal, the CRO will no longer chair the GSA ERC, but would be a non-voting member. **This gives a separation between the making of rules and their application.** It also gives the CRO an additional "partner" to the DRO in the person of the Chair of the ERC (an elected graduate student). Checks and balances built into the system include consultation on alleged breaches with ERC members and advice on fair process from the ED or delegate (someone with experience in procedural fairness). Training is provided to RRC and CRO/DRO.
- With respect to **anonymous complaints** about breach of election Bylaw and Policy, legal advice is that these be allowed but ERC suggests a balanced look at the reasons for anonymity vs other concerns.
- With respect to **unforeseen absence of the CRO**, the GC proposes emergency measures be in place for an appointment to fill any unexpected vacancies in the CRO position during an election or referendum or related matter (eg judicial review).
- With respect to hourly deadlines currently in policy for submissions about breaches of election Bylaw or Policy, ERC proposes that CRO aim to **reach a decision in three working days**. CRO decisions occur within a compressed time frame bounded by a relatively short campaign period. **CRO is now to consult with available members of ERC (about problem solving and ways forward)** and the ED or delegate about fair process. Informal resolution is now also an option.
- The CRO's Written Record is defined. Appeals of a CRO decision would be **on the Written Record** and on the letter of Appeal to the new Appeals and Complaints Board. Appeals "on the Record" are relatively quick as compared to *de novo* hearings (fresh, ground-up hearings with all parties present).
- ERC proposes **more than one All-Candidates meeting** in order to make course corrections in mid campaign. Senior U of A mediators have offered to talk about informal resolution to all candidates.

Appeals of a CRO Decision:

- Currently it is the Speaker who hears appeals of CRO decision on breaches of Elections/Referenda Bylaw or Policy. This change was made last year only because the current judicial policy was seen as so flawed. During the 2014 General Election

6.3

the Speaker and Deputy Speaker both conflicted out of hearing an appeal. **The proposal now requires impartiality** on the part of key decision makers and key committee and Board members.

Proposed Creation of the GSA Appeals and Complaints Board (GSA ACB): (*proposal begins on page 6.43*)

- The proposed ACB is an impaneling board of **eight graduate students** who would be interviewed by the GSA NoC; currently students are **chosen at random from GSA Council**, a model that does not take into account suitability (eg impartiality) into account. Training would be provided.
- The policy re the ACB is modeled on the **appeals committees of General Faculties Council**.
- Jurisdiction is (1) written complaints about **elected Officers re conduct; performance; or conflict of commitment** and (2) **appeals from CRO decisions**. Previous jurisdiction was extremely broad.

Appeals of CRO Decisions and Release of Results: (*'Appeals of a CRO Decision' begins on page 6.52*)

- Such appeals would be heard and decided by a **three-person Hearing Committee of the GSA ACB**, described above. Note that an appeal may be in process during voting; thus there is **the possibility of releasing provisional results pending the outcome of a CRO decision or appeal decision by the ACB**.

Discipline of Officers, Including Removal from Office: (*'Complaints About the Performance or Conduct of a GSA Elected Officer and Complaints About Conflict of Interest or Commitment Relating to Elected Officers' begins on page 6.48*)

- A written complaint about the performance or conduct of an elected Officer (or complaints about an Officer concerning conflicts of interest or commitment) will be heard by a three-person Hearing Committee of the GSA ACB.
- **These proposed hearings are de novo**, ie both parties appear with their advisor before the ACB Hearing Committee. Fair process provisions have been reviewed by the GSA lawyer. **If an Officer is to be removed from Office, the ACB makes a recommendation to Council hear on the Written Record and the letter of appeal; decisions involving less than removal lie with the ACB Hearing Committee.**

Other Related Changes

- **Breaching confidentiality:** the Speaker could initiate action through Council.
- The current section on discipline has been completely re-written, specifies jurisdictions, and has been reviewed by the GSA lawyer.

Major changes suggested by GSA Elections Bylaw and Policy:

- **ERC recommends electing rather than hiring the CRO** but has developed clearer roles and responsibilities, ideal qualifications, training requirements, etc. (6.56 - 6.60)
- ERC proposes CRO/DRO be non-voting on ERC, and that ERC elect its Chair and Vice-Chair from amongst ERC members. **This separates distinct branches of governance. CRO/DRO would not vote on policies that they will later enforce. Increased membership and quorum are proposed.** (6.61 - 6.64)
- ERC proposes that **the CRO/DRO consult with available ERC members when there is a breach of GSA Election Bylaw/Policy, and with the ED or delegate on fair process issues**. This ensures there is never a single decision maker, and enables robust decision-making. Mediation is also possible at this point, lessening the chance for time-consuming appeals. (6.61 - 6.64)

- In the absence of the CRO, the DRO steps into the CRO position – **previously unclear**.
- ERC proposes that current DEOs not campaign or endorse any candidates.
- The concept of slates received mixed feedback from submissions to the President's Task Force. **ERC proposes that Bylaw and Policy be silent on slates** and instead focus on positive statements about individuals running for Office. Individual candidates submit a plan for expenditures with CRO. There is no regulation regarding any groups of candidates who choose to campaign together.
- Campaign materials are to be approved by the CRO. (6.25 - 6.26)
- **One additional All-Candidates Meeting** based on the President's Task Force Report. (6.24 - 6.25)
- ERC proposes an Election Forum concurrent with a Council meeting where candidates can be questioned, eg about what they learned in the Early Call training sessions. (6.21)
- ERC focused on the **'unenforceable' aspects** of current elections Bylaw and Policy and propose: (6.25 - 6.26)
 - The CRO will discuss with candidates at the All-Candidates Meeting the expectations about campaigning in unsafe, hazardous or restricted spaces such as laboratories and may invite representatives from **Occupational Health and Safety to talk with candidates**.
 - ERC proposes to **remove the restriction that candidates can't campaign behind locked doors**; GSA ERC recognizes that graduate students have access to multiple spaces across campus.
 - ERC proposes to **remove the restriction of campaigning during voting**; thus candidates are able to campaign during the voting period; this also occurs in Students' Union elections.
- Council asked for a **statement re the importance of ethics during campaigning; this has been added**. (6.25 - 6.26)
- ERC proposes to shift from a preferential ballot to a 'vote for one' system **as soon as the GSA is able to move to a 'vote for one' electronic voting system**. Preferential elections are normally held in the University when there are more than 12 candidates. ERC members have also found the **preferential ballot system very confusing to convey in voting instructions**. ERC has been exploring **Google Forms to run GSA Elections and Referenda** and have met with the University's representative to discuss this option. (6.35 - 6.37)
- The nomination forms would include a statutory declaration asking if a candidate has a criminal record; several universities now require a formal criminal record check. (6.21 - 6.22)
- **Parallel changes to the GSA referenda policy are proposed**. (6.67 - 6.85)

Sincerely,

Hamman Samuel, GSA CRO, Chair of the GSA ERC, and Nathan Andrews, GSA President, Chair of the GSA GC

GSA BYLAW, PART III COUNCIL

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Part III Council		
1. Mandate	<i>No change</i>	
1.1 The mandate of the Council is to fulfill all responsibilities listed in Section 95 of the <i>Post-Secondary Learning Act</i> .	<i>No change</i>	NOTE that the primary reason for a Council Bylaw amendment is to avoid using a discipline/judicial/complaints policy for non-attendance at Council meetings. An attendance policy is proposed instead. Non-attendance by Directly-Elected Officers is treated differently because of their level of fiduciary responsibility. Numbering has been simplified.
2 Membership	Title this section <u>GSA Council Composition</u> .	"Composition" lists offices/positions as opposed to "membership", which lists actual people holding an office or position.
2.1 Council is comprised of:	<i>Delete and renumber</i>	
2.1. All Officers (Part IV);		
2.2 One Councillor from each department, faculty, or extra-departmental unit at the University that offers a graduate program;	<i>No change</i>	
2.3 Ten Councillors-at-Large; and	<i>No change</i>	
2.4 The GSA Directors as non-voting members.	<i>No change</i>	
3. Councillors	Title this section <u>Departmental Councillors</u>	<i>Creates separate section for Departmental Councillors</i>
3.1 Departmental Councillors and their alternates shall be elected (or, in the case of alternates, appointed) annually for a one-year term by graduate students from their department ('constituents') according to their own procedures <u>or Constitution</u> ;	Add "or Constitution."	<i>All Departmental GSAs are required to have Constitutions which set out procedures for electing a Councillor. (Note that alternates can be appointed).</i>
2.2.3 Councillors at Large shall be elected annually (Part VIII), with their terms to run from May 1 until April 30 of the following year:	Moved to separate section on CALs.	
2.2.3.1 In the case of Councillors at Large, 'constituents' shall refer to all members of the GSA.		<i>This concept is set out in a new section below concerning CALs duties.</i>
3.2 The duties of all Councillors shall be:	The duties of <u>Departmental</u> Councillors shall be:	
3.3. To act as the primary liaison between the GSA and their constituents, <u>including sending their constituents a brief report on</u>	Added to this section is: " <u>including sending their constituents a brief report on GSA Council meetings</u> ".	<i>Departmental Councillors are now provided with a brief report on each Council meeting to use or and, and then to send to the constituents.</i>

GSA Elections and Judicial Package: Proposed Revisions to GSA Bylaw and Policy, Triple Column

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Council meetings and soliciting feedback; and opinions and, for departmental Councillors, presenting on behalf of the GSA to departmental orientations;		<i>Departmental Councillors are no longer required to present at departmental orientations.</i>
3.4 To attend all meetings of Council or, if they are unable to attend, to ensure their alternate can attend in their place;	Add: <u>“and to be cognizant of GSA Council’s attendance policy.”</u>	<i>An attendance policy is proposed.</i>
2.2.4.3 To serve on the Judicial Committee if selected to do so; and		<i>It is proposed that the Judicial Committee become the Appeals and Complaints Board and that the composition change.</i>
3.5 To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information.	<i>No change.</i>	
3.6 Councillors shall be eligible to receive a portion of the Council Remuneration budget as specified in GSA Board Policy.	<u>Departmental graduate student groups, as represented by their Departmental Councillor</u> shall be eligible to receive a portion of the Council Remuneration budget as specified in GSA Board Policy.	<i>CALS are not eligible for Council Remuneration. Remuneration is given to the graduate student group.</i>
4. Councillors-at-Large	New section.	
4.1 CALs shall be elected annually (Part VIII), with their terms to run from May 1 until April 30 of the following year;	<i>No change.</i>	<i>Moved from 2.2.3</i>
	<u>4.2 It is the duty of CALs to be informed about overarching issues that affect all graduate students and to contribute to GSA Council based on that knowledge base, and to be cognizant of GSA Council’s attendance policy.</u>	<i>Duties of Councillors-at-Large have never been defined.</i>
5. Meetings	<i>No change except to renumber.</i>	
6. Attendance	New section	<i>Currently Councillors can be disciplined for non-attendance. It is proposed instead that there be an attendance policy which allows for a position to be deemed vacant by the Speaker. For other categories of membership, other actions are suggested which do not involve discipline.</i>
	<u>6.1 Directly-Elected Officers</u>	
	<u>Directly-Elected Officers (DEOs) cannot send alternates and are expected to attend all meetings. If a DEO cannot attend a meeting, they shall provide an advance written reason to the President and Speaker. If a DEO misses two (2) consecutive GSA Council meetings or three (3) GSA Council meetings in total, without an advance written reason acceptable to the Speaker, the Speaker will initiate discussion with GSA Council on the action to be taken, which may include referral to the GSA Appeals and Complaints Board (GSA ACB).</u>	
	6.2 Council-Elected Officers	

GSA Elections and Judicial Package: Proposed Revisions to GSA Bylaw and Policy, Triple Column

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p><u>6.2.1 If the Speaker, Chief Returning Officer (CRO), or Senator misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings without a reason acceptable to GSA Council, GSA Council will consider whether or not to declare the position vacant and (in the case of Speaker or CRO) either elect the Deputy, or (for any of these three (3) positions), refer the matter to the GSA Nominating Committee (GSA NoC), and in the case of a vacancy in the CRO or DRO position during a General Election, By-Election, Referendum, or any other associated election matter, the GSA NoC can take any necessary action to fill the vacancy.</u></p> <p><u>6.2.2 The Deputy Speaker and DRO are required to attend meetings regularly.</u></p>	
	<p>6.3 Departmental Councillors</p> <p><u>It is a duty of a Departmental Councillor "To attend all meetings of Council or, if they are unable to attend, to ensure their alternate can attend in their place..." (Section 3.4 above). If a Departmental Councillor or alternate misses two (2) consecutive GSA Council meetings or three (3) GSA Council meetings in total, without an advance written reason acceptable to the Speaker, the Speaker will declare these positions vacant and either (where there is a Departmental GSA) write the President or other Officer to elect a new representative(s) or (if there is no departmental GSA) to hold an election.</u></p>	
	<p>6.4 CALs</p> <p><u>CALs do not have alternates. If a CAL misses two (2) consecutive GSA Council meetings or three (3) GSA Council meetings in total, without an advance written reason acceptable to the Speaker, the Speaker will declare the position vacant and refer the matter to the GSA NoC to advertise the vacancy. GSA Council will elect the replacement.</u></p>	
	<p><u>6.5 Recall of Departmental Councillors</u></p>	
<p>Graduate students in a department shall have the right to recall their representative to Council and elect a new one at any time. Any recall under shall be made by a majority vote of the general membership at a duly called general meeting.</p>	<p>Moved from Part VII Conduct of Representatives</p>	
	<p><u>7. Decorum at GSA Council Meetings</u> <u>"The Speaker strives to act in a neutral capacity and maintains order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion" (Standing Orders of Council, Role of Speaker).</u></p>	<p><i>This is a quote from the GSA Standing Orders</i></p>
	<p><u>8. Confidentiality and Closed Session Meetings</u> <u>It is the responsibility of the Speaker to deal with any breaches of confidentiality. If</u></p>	

Current Bylaw / Policy <i>(deletions noted by a strikethrough)</i> -	Proposed Changes <i>(additions underlined)</i>	Rationale/Background
	<p><u>the Speaker deems the matter to warrant removal of an Elected Officer(s), Councillor(s), or CAL(s) by GSA Council, Officers, Councillors, or CALs can be removed by a two-thirds majority vote and the Speaker initiates this process. The Chair of the GSA Elections and Referenda Committee and the Executive Director will adapt the GSA ACB's hearing process for GSA Council and this hearing will be <i>de novo</i>. There is no appeal of this decision.</u></p>	

BYLAW PART IV, OFFICERS (Council Elected Officers)

Current Bylaw / Policy	Proposed Changes (additions underlined and deletions noted by a strikethrough)	Rationale/Background
<u>GSA Bylaws, Part IV Officers</u>		
<p>1. General The Officers of the GSA comprise: 1.1.2 Directly-Elected Officers (1.2), and 1.1.3 Council-Elected Officers (1.3) 1.2 The GSA has the following Directly-Elected Officers: 1.2.2 The President; 1.2.3 The Vice-President Academic; 1.2.4 The Vice-President Labour; 1.2.5 The Vice-President Student Services; and 1.2.6 The Vice-President External. The GSA has the following Council-Elected Officers: 1.3.2 The Speaker; 1.3.3 The Chief Returning Officer; and 1.3.4 The Senator.</p>	<p>1. General The Officers of the GSA comprise: 1.1.2 Directly-Elected Officers (DEOs) (1.2), and 1.1.3 Council-Elected Officers (1.3) 1.2 The GSA has the following DEOs: 1.2.2 The President; 1.2.3 The Vice-President Academic; 1.2.4 The Vice-President Labour; 1.2.5 The Vice-President Student Services; and 1.2.6 The Vice-President External. The GSA has the following Council-Elected Officers: 1.3.2 The Speaker <u>and Deputy Speaker</u>; 1.3.3 The Chief Returning Officer (CRO) <u>and Deputy Returning Officer (DRO)</u>; and 1.3.4 The Senator.</p>	<p><i>Bylaw currently does not include the two Deputy positions in the list of Council Elected Officers.</i></p>
[...] 3 Council-Elected Officers	<i>No change</i>	
3.1 Election of Speaker, Deputy Speaker, CRO, and DRO	<i>No change</i>	
3.1.2 Unless otherwise specified, Council-Elected Officers shall be GSA members.	3.1.2 Unless otherwise specified, Council-Elected Officers shall be GSA members. <u>As set out in GSA Bylaw, Members, Section 1, "Council (Part III) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate. Council (Part III) may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour".</u>	<i>ERC has noted there is currently no place in GSA Bylaw or Policy where it is specified Council-Elected Officers do not have to be GSA members. Council can confer Associate Membership if necessary. This means that a recent former member could run for these positions, if Council chose to provide that individual with associate membership of the GSA.</i>
3.1.3 The GSA Nominating Committee (GSA Noc) shall open nominations for Speaker, Deputy Speaker, CRO, and DRO on or about May 1 of every year by email to every graduate student;	<i>No change</i>	
3.1.4 Nominations for Speaker, Deputy Speaker, CRO and DRO will be submitted in writing to the GSA NoC by May 30 or the next following working day;	<i>No change</i>	
3.1.5 The GSA NoC will follow its legislated process in forwarding one or more nominations to Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations; and	<i>No change</i>	
	3.1.6 <u>If nominees choose to campaign for these positions they shall follow the general principles of campaigning during GSA Elections, as set out in GSA Bylaw</u>	<i>The Nominating Committee encountered this question during the 2014 Election of GSA Speaker where a nominee asked if they could campaign</i>

Current Bylaw / Policy	Proposed Changes (<i>additions underlined and deletions noted by a strikethrough</i>)	Rationale/Background
	(Elections) and GSA Policy (Elections);	<i>and advised that any campaigning of Council-Elected Officers should follow the same principles of the General Election.</i>
	<u>3.1.7 The Speaker, Deputy Speaker, CRO, and DRO shall be elected by a simple majority vote of GSA Council, normally for a one (1)-year term, at the June meeting of GSA Council. If the matter is urgent, a mail or electronic ballot may be held before the June meeting;</u>	<i>ERC has noted that Bylaw currently does not specify at which Council meeting these positions shall normally be elected during.</i>
	<u>3.1.8 The term of office for the Speaker, Deputy Speaker, CRO, and DRO shall normally extend from July 1 to June 30 of the following year. If unusual circumstances arise, terms may be extended by the GSA Nominating Committee; and</u>	<i>ERC has noted that the term of office for CRO and DRO is not defined in GSA Bylaw and are proposing a set term of office be established.</i>
3.1.6 In the case of a resignation or other vacancy in the Speaker or CRO position as determined by the GSA NoC, the GSA NoC shall advertise the position and arrange for Election by Council in the most expedient way possible.	<u>3.1.6-9 In the case of a resignation or other vacancy in the Speaker, orCRO, <u>or Deputy positions</u> as determined by the GSA Nominating Committee (GSA NoC), the GSA NoC will follow the GSA'S Nominating Policy (GSA Policy, Nominating) to advertise the position and arrange for election by GSA Council in the most expedient way possible. <u>In the case of a resignation or other vacancy in the CRO or DRO positions during any GSA Election, By-Election, or Referendum, or any other election or referenda situation requiring a CRO, the GSA NoC will take action, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed. The Speaker and Executive Director or delegate shall decide if there is an unforeseen vacancy in the CRO or DRO Office.</u></u>	<i>ERC has noted bylaw currently does not specify what happens in the case of resignation or other vacancy in the Deputy Speaker or DRO positions, just the positions of Speaker or CRO. Redundant to say that the NoC will advertise, as the Nominating Policy allows for advertising if possible, or waiving advertising if it is deemed urgent to fill a position.</i> <i>ERC has noted in the event that the CRO or DRO positions become vacated during an Election or referendum, there needs to be provisions to fill these positions through emergency powers.</i>
3.1.7-3.2.4	<i>No change</i>	
3.3 Duties		
3.3.2 The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings;	<u>3.3.2 The Speaker is responsible for presiding over all meetings of GSA Council and "[acting] in a neutral capacity and [maintaining] order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion (Standing Orders of Council, Role of Speaker);</u>	<i>Duties expanded to include the role of the Speaker as currently outlined in the Standing Orders of GSA Council. Direct quote from Standing Orders of GSA Council.</i>
[...] 3.3.3 The Chief Returning Officer is responsible for running all GSA Elections and Referenda;	<u>The CRO, with advice from the GSA Elections and Referenda Committee (GSA ERC), is responsible for running all GSA Elections and Referenda—oversees GSA Election, By-Election and Referenda processes, observing the guiding principles of GSA Elections and Referenda "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part VII, Elections, and GSA Bylaw, Part IX, Referenda). There shall be a job description for the CRO in GSA Policy.</u>	<i>ERC has worked extensively on drafting clear 'job descriptions' for the CRO and DRO positions to clarify these positions and their responsibilities.</i>
[...] 3.3.5 Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed;	<u>3.3.5 Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed and to assume the roles and responsibilities of Speaker and CRO respectively, in the absence of the Speaker or CRO;</u>	<i>ERC has noted that it needs to be made clear in bylaw/policy that the DRO takes over the roles and responsibilities of the CRO in the event of an absence.</i>

Current Bylaw / Policy	Proposed Changes (additions underlined and deletions noted by a strikethrough)	Rationale/Background
3.3.6 The Deputy Speaker and DRO are non-voting members of Council; and	3.3.6-7 The Speaker, CRO, and Deputies The Deputy Speaker and DRO are non-voting members of GSA Council.	ERC has noted that currently Bylaw implies that the Speaker, CRO, and Senator can vote at Council, as GSA Bylaw, Part III Council includes in the membership all Officers, and Bylaw currently only specifies that the Deputies are non-voting members of Council.
3.3.7 Further duties of Council-Elected Officers may be found in GSA Policy.	3.3.7- 8 Further duties of Council-Elected Officers may be found in GSA Policy.	Numbering change if additional pieces are added

GSA BYLAW, PART VII CONDUCT OF REPRESENTATIVES – CHANGE TITLE TO CONDUCT, PERFORMANCE OF DUTIES and CONFLICT OF INTEREST/COMMITMENT OF OFFICERS

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
1 Applicability of GSA Bylaws	No change	
1.1 These Bylaws govern the conduct of GSA representatives .	Change the word “representatives’ to <u>Elected Officers</u> .	<p><i>NOTE THAT THERE IS ANOTHER SECTION OF POLICY CONCERNING PERFORMANCE (versus conduct) OF REPRESENTATIVE, which focuses on non-attendance at meetings. Currently a representative can be disciplined and removed from office are options for these “offenses.” Instead, attendance policies and performance and conduct expectations are set out.</i></p> <p><i>The current judicial policy is incomplete, flawed and archaic. It “strips” people from office without detailing procedural fairness.</i></p> <p><i>A new Appeals and Complaints Board is proposed whereby only the highest level of conduct/performance/conflict issues are dealt with. The expectation is set out that all elected representative will carry out their duties with diligence and that if problems arise, informal resolution will be attempted before formal procedures are invoked. This is a hallmark of a modern corporation in dealing with high-level performance, conduct and conflict issues: duties and expectations should be clear at the outset; there should be a number of ways to monitor accountability along the way, and only if informal methods (eg discussion at various levels, mediation) do not resolve the issue, will the highest quasi-judicial process be invoked, after which the GSA would be subject to judicial review by the Province of Alberta.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
		<p><i>Thus, most of this section is struck and accounted for in the new Appeals and Complaints Board policy.</i></p> <p><i>In addition, the current Discipline section has been re-written and modernized.</i></p> <p>RETITLE THIS SECTION CONDUCT, PERFORMANCE OF DUTIES and CONFLICT OF INTEREST/COMMITMENT OF OFFICERS</p>
<p>1.2 For the purpose of these Bylaws, “representatives” of the GSA include the following categories:</p>		<p><i>Covered by the new attendance and/or new appeals and complaints policy</i></p>
<p>1.2.2 Officers;</p>		<p><i>See 1.1.</i></p>
<p>1.2.3 Councillors;</p>		<p><i>Covered by the new attendance and/or appeals and complaints policy. Also Councilors can be recalled.</i></p>
<p>1.2.4 Committee members; and</p>		<p><i>Covered by the new attendance and/or appeals and complaints policy</i></p>
<p>1.2.5 Representatives on University Governing Bodies and Committees.</p>		<p><i>Covered by the new attendance and/or appeals and complaints policy</i></p>
<p>2-Performance of Officers and Councillors</p>	<p>2 Performance of Duties by GSA Elected Officers.</p>	<p><i>This proposed change creates a clearer title.</i></p>
<p>2.1 Officers and Councillors can be held accountable for their performance by way of the GSA Discipline Policy.</p>	<p><i>Re-word: “GSA Elected Officers can be held accountable for their <u>conduct (including conflict of interest/commitment) and/or the performance of their duties</u> by way of the GSA Discipline Policy and by the GSA Appeals and Complaints Board (GSA ACB).”</i></p> <p><i>Add: The GSA expects the Elected Officers to contribute to the carrying out of the GSA’s fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These graduate student representatives are expected to observe GSA Bylaw and Policy on such matters as confidentiality of closed GSA Council sessions and conflict of interest and commitment, and are expected to perform their duties with diligence.</i></p>	<p><i>Councillors are covered by the new attendance policy and can also be recalled. CALS are covered by the new attendance policy. Further, the Speaker ensures civil behavior at Council meetings.</i></p>
<p>2.1.2 GSA members have standing to complain about the conduct or performance of an Officer or Councillor to the Judicial Committee; and</p>		<p><i>Covered by the new appeals and complaints policy</i></p>

GSA Elections and Judicial Package: Proposed Revisions to GSA Bylaw and Policy, Triple Column

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
2.1.3 GSA members who wish to access the Judicial Committee must do so within the parameters established by the Judicial Committee Policy (GSA Policy, Standing Committees, Section 11, Judicial Committee) and the GSA Discipline Policy.		<i>Covered by the new appeals and complaints policy</i>
2.2 Officers and Councillors can be held accountable for their performance by being removed from office.	Add " <u>Elected</u> "	<i>2.2 concerning Officers has been moved to the Discipline Section. The removal of Councillors has been moved to Part III, Council, 6.3 (Departmental Councillors), whereby Councillors can be recalled by the graduate students in their Department or their position declared vacant for non-attendance at Council in the case of CALs (now in Part III, Council, 6.4 CALS)</i>
2.2.2 Officers may be removed from office by GSA Council by a two-thirds majority vote passed at two (2) consecutive meetings of Council;	2.2.1 <u>Elected Officers may be removed from office by GSA Council by a two-thirds majority vote passed at one (1) duly called meeting.</u>	<i>Moved to the Discipline Section and proposing shift from two meetings to one.</i>
2.2.3 Graduate students in a department shall have the right to recall their representative to GSA Council and elect a new one at any time;	<i>Moved to Part III Council</i>	
2.2.4 The general membership of the GSA shall have the right to recall Councillors at Large and elect new ones; and		<i>Councillors-at-Large will have their positions declared vacant for non-attendance as opposed to initiating discipline.</i>
2.2.5 Any recall under 2.2.4 shall be made by a majority vote of the general membership at a duly called general meeting.		<i>There are no longer general meetings.</i>
1 Conflict of Interest <u>and Commitment</u>	Add " <u>and Commitment</u> " and renumber	Review in 2015
3.1 Preamble	<i>No change except for renumbering</i>	
1.2 The GSA subscribes to the principles underlying conflicts of interest of impartiality and integrity. No member of the GSA who holds a position of trust and/or authority within the GSA may be perceived as being impartial and acting with integrity if their actions and/or decisions directly or indirectly result in personal benefit for that member; and	<i>No change</i>	
1.2 Personal benefit in the context of conflicts of interest shall be defined as the convergence of a GSA member's personal, financial,	<i>No change</i>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
or political interests with their professional interests such that an independent observer might reasonably question whether that member's professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss.		
1.3 Avoiding Conflicts of Interests	<i>No change</i>	
1.4 Prior to undertaking any activity that may give rise to a conflict of Interest, whether or not that activity is within the scope of the member's work at the GSA, a member must disclose that activity;	<i>No change</i>	
1.5 Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity; and	<i>No change</i>	
3.2.4 Further details regarding the process of disclosure are described in GSA Policy.		<i>There are no further details in GSA policy.</i>
1.6 Handling Conflicts of Interest	<i>No change</i>	
1.7 Any member who suspects that a conflict of interest exists that had not been disclosed, or may be impacting the activities within/by the GSA should report in writing the suspected conflict of interest to the Speaker and the President. If the suspected conflict of interest is regarding the either the Speaker or the President, or, if for other reasons the member submitting the written report is uncomfortable providing the submission to one of these individuals, the written report can be provided to only the Speaker or the President; and	Any member who suspects that a conflict of interest exists that had not been disclosed, or may be impacting the activities within/by the GSA should report in writing the suspected conflict of interest to the Speaker and the President. If the suspected conflict of interest is regarding either the Speaker or the President, or, if for other reasons the member submitting the written report is uncomfortable providing the submission to one of these individuals, the written report can be provided to only the Speaker or the President. <u>If the suspected conflict of interest is regarding both the Speaker or the President, the written report can be provided to the Deputy Returning Officer (DRO) and the Chair of the GSA ACB; and</u>	
1.8 Upon receipt of the written submission, the Speaker and/or the GSA President will follow the conflict of interest resolution process as described in the Judicial Committee section of GSA Policy.	<u>...(or DRO and Chair of the ACB) will decide if further action is needed in accord with GSA Policy on Discipline and the GSA Appeals and Complaints Board.</u>	
	<u>2. Conflict of Commitment</u>	
	<u>No graduate student holding elected office shall have time commitments that prevent them from carrying out the stated duties of their positions.</u>	<i>Common for modern-day corporations and reflects U of A Board of Governors policy.</i>

GSA Policy Attendance and Responsibilities Performance of GSA Committee Members, and Representatives on University Governing Bodies and Committees

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
Purpose: To outline policies and procedures related to performance of GSA committee members and representatives on University governing bodies and committees.	Purpose: To outline policies and procedures related to performance and <u>attendance and responsibilities</u> of GSA Committee members and representatives on University governing bodies and committees.	<i>The shift in this policy is to reflect the expectations regarding attendance (and process for removal if committee members do not attend meetings).</i>
Scope: This policy governs the responsibilities of GSA Committee Members and representatives on University committees.	<i>No change</i>	
1. Performance of Committee Members	1. Performance of <u>GSA</u> Committee Members	
1.1 Responsibilities of Committee Members	<u>1.1 Graduate students elected by GSA Council to serve on GSA Committees are expected to attend duly called meetings and, if unable to attend a particular meeting, shall advise the Chair of the reason.</u>	
1.1.a All committee members shall perform their duties with a regard for the best interest of the GSA and its members and within the scope of the GSA Bylaws.	<u>1.2 If a committee Chair feels that a member's non-attendance has been detrimental to the work of a committee, the Chair shall consult with the member and may declare the position vacant.</u>	
1.1.b All committee members shall be responsible to attend all regularly scheduled meeting of specific committees unless prior notice is given.		
1.1.c Committee members may be requested to sign and abide by confidentiality agreements regarding the information provided or matters discussed at the committee's meetings.	<i>No changes except for renumbering</i>	
1.2. Removal of Committee Members	<u>2. GSA Board Members</u>	
1.2.a Any member of a committee who is absent from two (2) regularly scheduled meetings within a four (4) month period without giving prior notice for their absence may be removed from that committee at the discretion of the Chair.	<u>2.1 The President and Executive Director shall monitor attendance.</u>	
1. 2.b. Any member of a committee who attends 25% or fewer of that committee's regularly scheduled meetings within a four (4) month period, even if prior notice for their absence is given, may be removed from that committee at the discretion of the Chair.		

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
1. 2.c Any member who is removed from a committee will be notified in writing by the Chair of that committee.		
1.2.d Removal of a committee member must be immediately reported to Council by the Chair of that committee.		
2. Performance of Representatives on University Governing Bodies and Committees	3. <u>Attendance and Responsibilities of Representatives on University Governing Bodies and Committees</u>	
2.1 While holding office, representatives on University governing bodies and committees shall:	3.1 <u>Board of Governors</u> 3.1.a <u>GSA Policy states that the President is the representative of graduate students on the Board of Governors (BoG) (GSA Policy, Officer Portfolios). The President is expected to attend all meetings and is not permitted by the BoG to send a delegate. The President also serves on up to three (3) BoG committees and may delegate (as of 2014) the Board Safety, Health, and Environment Committee (BSHEC). Regular attendance at these meetings is expected since delegates cannot be sent.</u>	
2.1.a Attend all meetings required by their position, unless prevented by good reason, in which case they shall notify the appropriate members of the GSA Board;	3.1.b <u>GSA Policy states that the President is the statutory member and, as such, represents any official position or policy of GSA Council or the GSA Board. If the President must miss a meeting they are expected to send their regrets and the reason for non-attendance to the Chair of the BoG.</u>	
2.1.b Use their discretion to represent graduate students, or the specific recommendation(s) of the GSA if so directed by Council, as they see fit on all matters of normal business. However, they are obliged to present Council's views as the official views of the GSA.	3.2 <u>General Faculties Council</u> 3.2.a <u>General Faculties Council (GFC) has its own attendance policy which GFC representatives must observe. GFC Policy also states that no member is an "instructed delegate" (GFC Terns of Reference, Section 2, Attendance, and Section 4, Voting Procedures.</u>	
2.1.c Be directed in their participation and discussion in these bodies by relevant Council motions but should not in any way allow such motions to impede in possible compromises unless such compromises are detrimental to the interests of GSA as decided by Council. If time permits, the representative should consult with the appropriate members of the GSA Board on any possible compromises.	3.2.b <u>GSA Policy states that the Vice-President Academic (VPA) is the statutory member and as such represents any official position or policy of GSA Council or the GSA Board. The VPA is permitted to send a delegate if the VPA cannot attend a meeting.</u>	
2.d Take a stand as GSA representatives on Council motions if such instructions are expressed or implied in such motions. In any case whenever the matter arises, Council shall decide what constitutes such instructions.	3.3 <u>Senate</u> 3.3.a <u>The GSA elects a Senator annually. The Senator is expected to attend all Senate meetings and, if they must miss a meeting, they are expected to send their regrets and the reason for non-attendance to the Chancellor.</u>	

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
2.e Inform the GSA Board of matters requiring urgent consideration.	3.4 University Committees 3.4.a Any graduate student serving on University committees, councils, boards, and equivalents is expected to attend all duly called meetings and, must submit a written report to the GSA Board at the request of the GSA Nominating Committee (GSA NoC).	
2.f Report regularly to the appropriate members of the GSA Board as to the proceedings of the University Governing Body or Committee to which they were appointed.	3.4.b If a graduate student representative on a University committee, council, board, or equivalent is unable to attend meetings they are asked to contact the Vice-Chair of the GSA NoC to request that a replacement for their position be found. GSA Policy (Nominating) provides for the filling of vacant positions on all representative bodies.	Added a more general statement about reporting.
2.g Uphold the wishes of their committees on all privileged or confidential information.		
2.h Attend GSA Council meetings regularly.		
2. i Present written reports annually, or whenever requested by Council, on dates to be fixed by Council.		
2.2 Recall of appointment		Shifting away from a punitive system to one where representatives will be asked to contact the GSA Nominating Committee Vice-Chair if they are unable to attend their meetings, and ask that a replacement be found.
2.2.a Should a GSA representative on a University Governing Body or Committee fail to fulfil the duties of representing the GSA on that body, miss two (2) consecutive meetings or miss more than three (3) meetings of any University Governing Body or Committee, for any reason, the GSA representative to that body may be replaced.		
2.2.b If a representative misses two (2) consecutive meetings, or more than three (3) meetings, the GSA representative to that body may be replaced.		
2.2.c Representatives may be recalled by Council on the request of the University Governing Body or Committee to which they are appointed, or by the Council at the request of either the GSA Board or five (5) Council members.		

PART VIII GSA BYLAW: GSA ELECTIONS

Current Bylaw / Policy	Proposed Changes (<i>additions underlined and deletions noted by a strikethrough</i>)	Rationale/Background
<u>GSA Bylaws, Part VIII Elections</u>		
1 Guiding Principle		
1.1 The fundamental principle underlying GSA Elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.	<i>No change</i>	
2 Election Period		
2.1 Elections shall consist of a nomination period, a campaign period, and a voting period.	<i>No change</i>	
2.2 The timeline for Elections shall be set out in GSA Policy.	<i>No change</i>	
3 Nominations		
3.1 The requirements for the nomination forms shall be set out in GSA Policy.		
3.2 Candidates for Directly-Elected Officer positions shall declare whether they are running as a member of a slate or as an individual. Platforms and slates are not a requirement for running in a GSA General Election. While candidates are able to campaign as a slate, candidates cannot be elected as a slate. Each position shall be elected on a per ballot basis.	3.2 Candidates for Directly-Elected Officer (DEO) positions shall be <u>graduate students in good academic standing and shall run as individuals.</u> Each position shall be elected on a per ballot basis.	<p><i>At the October 27, 2014 Joint GC and ERC meeting members agreed to propose that candidates shall be encouraged to run as individuals instead of slates/teams in order to help begin a culture shift where candidates shall run as individuals and cannot make joint campaign materials but would be able to visit classroom in group for example to talk with voters.</i></p> <p><i>At the Oct 15 GSA Governance Committee and GSA ERC meeting members emphasized that it would need to be made clear that associate members cannot run in a GSA General Election.</i></p>
3.3 Candidates are not allowed to run for multiple positions.	<i>No change</i>	
4 Voting		
4.1 All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use.	<i>No change</i>	
5 Conflict of Interest		
	<u>5 Use of the GSA Office</u>	<i>ERC noted this section covers a number of items not related to conflict of interest so titles have been changed accordingly.</i>
5.1 If any member of the GSA Office environment is also a candidate standing for Election, they shall not use the GSA Office for campaign purposes. This includes any current Directly-Elected Officer(s) running in a General Election or By-Election.	5.1 If any member/individual associated with the GSA office is a candidate standing for election, they shall not use the GSA office <u>or any GSA office resources (eg email accounts and/or Google Calendars)</u> for campaign purposes. This includes any current Directly-Elected Officer(s) running in a GSA General Election or By-Election.	<i>Should make explicit that this just mean the physical office, but also resources, such as email accounts/google calendars.</i>
	<u>6 Other Campaigning Restrictions</u>	

Current Bylaw / Policy	Proposed Changes (additions underlined and deletions noted by a strikethrough)	Rationale/Background
5.1.1 Current DEOs running in a General Election or By-Election shall not campaign during any GSA or University committee meetings.	<u>Renumbering needed (6.1) – no other changes</u>	
If a current Directly-Elected Officer not standing for Election chooses to endorse a candidate(s) or slate, he/she shall not use the GSA Office resources (eg GSA email accounts), and shall not speak for the GSA as an organization.	<u>6.2 Directly-Elected Officers not standing for election shall not endorse any candidate(s) and shall not participate in any campaigning during a GSA General Election or By-Election.</u>	At the October 2, 2014 ERC meeting, members agreed to not have endorsements from currently Directly-Elected Officers as you cannot separate the individual from the GSA position.
5.3 The CRO, DRO, Speaker, and members of ERC shall not campaign for or endorse any candidate whatsoever.	<u>6.3</u> The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, <u>Deputy Speaker</u> , members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee shall not campaign for or endorse any candidate whatsoever.	ERC noted it is important to emphasize the neutrality required in these positions during a General Election or Referendum.
6 By-Elections 6.1 The procedures governing a By-Election shall be the same as those governing regular Elections, except the dates of nominations, campaigning, and voting periods shall be determined by the CRO.	No change	Renumber to 7
6.2 In the event that a Directly-Elected Officer position or Councillor-at-Large position is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or a Directly-Elected Officer position or Councillor-at-Large position is vacated any time prior to December 1 (or the next working day), the CRO and Council will follow the GSA Policy on By-Elections (GSA Policy, Elections, Section 13).	No change	

GSA POLICY, ELECTIONS

Current Bylaw / Policy <i>(deletions noted by a strikethrough)</i> -	Proposed Changes <i>(additions underlined)</i>	Rationale/Background
GSA Policy, Elections	<i>No change</i>	
Purpose: To outline policies and procedures related to GSA Elections.	<i>No change</i>	
Scope: This policy governs the operation of GSA Elections and the expected conduct of candidates therein.	<i>No change</i>	
1. General		
1.1 "The fundamental principle underlying GSA Elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaws, Part VIII, Elections, Section 1.1).	<i>No change</i>	
	2. Early Call for Talent and Training/Candidate Forum	<i>ERC members agreed to propose that the Early Call for Talent be emphasized for students thinking around running for Directly-Elected Office</i>
	2.1 <u>The GSA Nominating Committee (GSA NoC) leads an annual initiative each October called the Early Call for Talent and Training. During this "Early Call" any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President's and Vice-Presidents' portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties.</u>	
	2.2 <u>An Election Forum will be held during the campaign period during a regularly scheduled GSA Council meeting. The forum is open to all graduate students. Candidates will be given the opportunity to speak about why they are running for office. The floor will then be opened for questions. The Early Call training sessions will assist candidates in answering questions that Councillors and others may ask from the floor.</u>	
2. Nomination Forms		
2.1 Nomination forms will be made available to graduate students in hard copy at the GSA Office. Exceptions may be made at the discretion of the Chief Returning Officer (CRO). The Chief Returning Officer (CRO) and Deputy Returning Officer (DRO)	<i>No change except to re-number</i>	

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
shall have the discretion to determine the form and layout of the nomination forms.		
2.2 On the Directly-Elected Officer nomination forms, candidates shall include a minimum of five (5) signatures from currently-registered graduate students. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which he/she is running.	2.2 On the Directly-Elected Officer (DEO) nomination forms, candidates shall include a minimum of five (5) signatures from currently-registered graduate students. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which <u>they are</u> running.	
2.3 Councillor-at-Large candidates are not required to include signatures in their nomination forms.	<i>No change</i>	
2.4 Written nominations for Directly-Elected Officers or Councillor-at-Large positions shall be submitted to the GSA Office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the nomination form has been submitted on time. The original shall be filed in the GSA Office and one copy provided to the candidate. If a nomination form is incomplete or late, the CRO or DRO shall not accept the nomination form. Candidates cannot appeal this decision.	Written nominations for DEOs or Councillor-at-Large (CAL) positions shall be submitted to the GSA office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the nomination form has been submitted on time. The original shall be filed in the GSA office and one copy provided to the candidate, <u>normally electronically</u> . If a nomination form is incomplete or late, the CRO or DRO shall not accept the nomination form. Candidates cannot appeal this decision.	<i>In practice for the past few years the CRO has been providing an electronic copy of a candidate's nomination form.</i>
2.5 Candidates can change the position they wish to run for, but must do so before the close of nominations. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form for the new position prior to the nomination deadline and must meet the requirements as set out in Section 3.4, above.	<i>No change except to re-number</i>	
2.6 Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms shall be provisionally listed on the GSA website.	2.6 Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms will be provisionally listed on the GSA website <u>and in hard-copy at the GSA office. As the server for the GSA website updates every two (2) hours, the most up-to-date provisional list of candidates shall be provided in hard copy at the GSA office.</u>	<i>ERC noted that In practice, cannot keep an up to date list on the GSA website because the server only updated every 2 hours. In practice, during the 2014 General Election, kept the most up-to-date list in hard copy at the GSA Office (CRO approved this list).</i>
	<u>2.7 The following shall be attached to the nomination form for the GSA General Election and any subsequent By-Elections:</u>	
	<u>2.7.a Preamble: The GSA Council has approved Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaw and Policy posted in full on the GSA website. GSA Policy details the "Principles and Rules of Conduct for Elections" (as per GSA Policy, Elections, Section 7).</u>	<i>The next few lines were previously in the Election appeals section. However, they have been moved from GSA Policy, Election Appeals (Section 9) since the appeals section has been moved to the new Appeals and Complaints Board policy.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p><u>2.7.b</u> With respect to GSA Elections Bylaw and Policy and acknowledgement by Candidates, the GSA Council has approved Bylaw and Policy related to the GSA General Election and any subsequent By-Elections. By signing the nomination form, all candidates acknowledge that they have read and agree to abide by GSA Elections Bylaw and Policy, which are posted in full on the GSA website.</p>	<p><i>Moved from GSA Policy, Election Appeals. With the proposed shift of Election appeals being heard by the Appeals and Complaints Board, candidates no longer need to express concerns of bias regarding the Speaker or NoC Vice-Chair.</i></p>
	<p><u>2.7.c</u> On the nomination forms, candidates will be advised that “given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days” (See GSA Policy, Elections, Section 7.1). “Working day” means “a day that the GSA office is open” (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</p>	
	<p><u>2.7.d</u> On the nomination forms, candidates will be advised that “appeals of a CRO’s decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate’ ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee will have a compressed timeline for submission of materials, as decided by the Hearing Chair in consultation with the ED, and with advice from legal counsel. Candidates and campaign members are advised of the fact that there will be a compressed timeline when they submit their nomination form for a General Election or By-Election, or registration form for a referendum” (see GSA Policy, Appeals and Complaints Board, Section 16.3.a).</p>	
	<p><u>2.7.e</u> By signing the nomination form, candidates ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaw and Policy, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals of CRO decisions on the written record. Any concerns with bias on the part of the CRO or GSA ACB members shall be explained and filed with nomination forms (see GSA Policy, Appeals and Complaints Board, Appeals of a CRO Decision, Section 16.2.a).</p>	<p><i>Moved from GSA Policy, Elections, Appeals, and updated to include the proposal that the NoC no longer hears issues of the CRO feeling disrespected by candidates and the Speaker no longer hears Election appeals.</i></p>
	<p><u>2.7.f</u> The current CRO, DRO, and GSA Elections and Referenda Committee (GSA ERC) members shall be updated each year on the nomination forms.</p>	<p><i>Moved from GSA Policy, Elections, Appeals, and updated to include ERC members in filing bias, as this proposal adds a bigger role for ERC in advising the CRO on decisions, penalties, referrals, etc.</i></p>
	<p><u>2.7.g</u> The current GSA ACB members will be updated each year on the nomination forms.</p>	<p><i>Moved from GSA Policy, Elections, Appeals, and updated to reflect the proposal that ACB members hear appeals of CRO decisions.</i></p>
	<p><u>2.7.h</u> Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA ACB Chair.</p>	<p><i>Moved from GSA Policy, Elections, Appeals, and updated to reflect the proposal that the ACB shall hear appeals of CRO decisions and would receive concerns of bias from candidates.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
3. Timeline	<i>No change</i>	
3.1 Except as specified below, the timeline for Elections is at the discretion of the CRO.	3.1 Except as specified below, the timeline for elections is at the discretion of the CRO, <u>in consultation with the GSA Elections and Referenda Committee (GSA ERC).</u>	<i>ERC is proposing that the CRO consult with ERC members on as many aspects of an Election or referendum as possible.</i>
3.2 "Elections consist of a nomination period, a campaign period, and a voting period" (GSA Bylaw, Part VIII, Elections, Section 2.1).	<i>No change except to re-number</i>	
3.3 Nominations for the General Election shall open on or about January 30.	<i>No change except to re-number</i>	
3.4 The nomination period shall last at least fourteen (14) calendar days. The nomination period shall end on a working day.	Add ""Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k)."	
3.5 Within twenty-four (24) hours after the close of the nomination and/or registration period, the CRO shall hold the All-Candidates' Meeting as described in Section 5, below.	<i>No change</i>	
3.6 The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the All-Candidates' Meeting.	3.6 The campaign period shall last at least seven (7) calendar days and shall begin <u>no earlier</u> than the All-Candidates' Meeting.	<i>ERC members have agreed to propose to clarify that campaigning is supposed to start no earlier the All-Candidates meeting as saying 'no later than the day following' is very unclear.</i>
3.7 Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours.	3.7 Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours. <u>In the case where an appeal of a CRO decision extends into the voting period, the CRO, in consultation with the GSA ERC, can suspend or delay the voting period until the appeal has been heard.</u>	
3.8 Voting shall be completed no later than April 15, or the next working day.	Add "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).	
3. All-Candidates' Meeting	<i>No change</i>	
4.1 The CRO is responsible for organizing a meeting of all candidates running in an Election to provide them with an overview of GSA Elections Bylaw and Policy.	4.1 The CRO is responsible for organizing at least two (2) meetings of all candidates running in an election to provide them with an overview of GSA Elections Bylaw and Policy. <u>The CRO may choose to hold additional All-Candidates meetings during the campaign period.</u>	<i>ERC is proposing that there be multiple All-Candidates' Meetings, in order to provide more opportunities for candidates to come together and for the CRO to make clear the Election bylaws, policies, and expectations.</i>
4.2 Failure by a candidate to attend the All-Candidates' Meeting without adequate prior notification to the CRO is grounds for disqualification from the current Election. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one hour in advance of the meeting. If a candidate misses the All-Candidates' Meeting due to unforeseen and exceptional circumstances, such as a last-	[...] <u>If a candidate misses the initial All-Candidates' Meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC.</u> There is no appeal of this decision.	<i>ERC noted that they should specify that candidates could be disqualified for not attending the Initial All-Candidates' Meeting and that there is no appeal of this decision since there is the proposal to add more All-Candidates' Meeting.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.		
4.3 At the All-Candidates Meeting, the CRO will provide each Candidate with the Principles and Rules of Conduct for Elections and the Election Appeals Policy (as per GSA Policy, Elections, Section 6, Principles and Rules of Conduct for Elections and GSA Policy, Elections, Section 9, Election Appeals).	<i>No change</i>	
	4.4 The CRO will call at least one (1) additional All-Candidates’ Meeting during the campaign period. If a candidate misses the <u>Second All-Candidates’ Meeting without adequate prior notification (defined as noticed communicated electronically to the CRO at least one (1) hour in advance of the meeting) or as the result of unforeseen and exceptional circumstances, any consequences may be waived at the discretion of the CRO,</u> following consultation with the GSA ERC.	<i>ERC has advised it would be ideal to have multiple All-Candidates’ Meetings since one meeting is not enough to go through all of the bylaws and policies and this could be a way to deal with problems as they arise during the campaign period by bringing candidates together.</i>
4. Campaigning	6. Campaigning, Campaign Materials, and Campaign Spending Limit	
5.1 Election campaigning shall begin no earlier than the day following the All-Candidates’ Meeting and shall conclude the day before voting opens, with the CRO deciding on the time of day that campaigning will conclude.	6.1 Election campaigning shall begin no earlier than the <u>Initial</u> All-Candidates’ Meeting. <u>Campaigning is permitted during the voting period. Candidates are responsible for removing all campaign materials after voting has closed.</u>	<i>ERC members are proposing to remove the restriction on campaigning during voting as this is difficult to enforce.</i> <i>The SU allows for campaigning during voting, except that campaign posters cannot be placed from a certain distance.</i>
5.2 Candidates are authorized to spend up to \$150 on campaign material over the course of the Election. If candidates are running as part of a slate, the cost of joint campaign materials shall normally be divided equally amongst all of the candidates in the slate. Candidates running as part of a slate are able to distribute individual campaign materials, so long as candidates do not exceed their total spending limit of \$150 per candidate. Campaign costs are not reimbursed.	6.2 Campaign Spending Limit <u>a. Individual Candidates are authorized to spend no more than \$150 on campaign materials over the course of the election and may not pool expenses with other candidates. In order to encourage candidates to think, in advance, about campaign expenditures, a written plan for campaign expenditures shall be submitted to the CRO before the Initial All-Candidates Meeting. The object is to have candidates give some thought in advance to expenditures.</u>	<i>ERC and Governance Committee members agreed at their joint Oct 27, 2014 meeting to no longer formally endorse slates or teams or allow them to pool campaign budgets – agreed to propose moving forward with having separate campaign materials.</i> <i>Piece about campaign costs not being reimbursed has been kept but moved below as a separate line.</i>
5.3 Candidates shall report to the CRO all campaign-related expenses, and submit receipts, no later than the close of the campaign period.	<u>b. Candidates shall report to the CRO all campaign-related expenses and submit receipts on an on-going basis in accord with their submitted plan (either electronically or in hard copy) and submit any remaining receipts to the CRO no later than 2:00 PM on the working day prior to the day voting commences. “Working day” means “a day that the GSA office is open” (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</u>	<i>ERC proposes that campaigning should be allowed during voting and that receipts should be submitted on an ongoing basis to increase contact between candidates and the CRO and to provide a check and balance on what their budget is being used for.</i>
5.4 Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitute grounds for disqualification from the current Election.	<i>No change except to re-number</i>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p>d. If the CRO encounters any problems, issues or unusual circumstances concerning campaign expenditures, the CRO will consult with the Chair of the GSA ERC or with GSA ERC members; the CRO may also ask that the GSA ERC meet formally to advise on any expenditure matter.</p>	<p><i>Decision from ERC to propose having a campaign expense plan and submit receipts as they go along.</i></p>
	<p>e. <u>Campaign costs are not reimbursed.</u></p>	<p><i>Previously Part of 5.2.a</i></p>
<p>5.5 Campaigning is defined as any form of promotion of an individual or slate. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic material (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.</p>	<p>5.3 Campaigning is defined as any form of promotion of an individual.... shall be <u>approved</u> by the CRO prior to their distribution.</p>	<p><i>Removal of reference to a team or slate. NOTE TO COUNCIL: the only other change in this section would now have the CRO approve instead of review materials</i></p>
<p>5.5.a The CRO shall review campaign materials to ensure they do not conflict with GSA Elections Bylaw and Policy and do not contain any factually incorrect information (eg regarding the Election procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).</p>	<p>6.4.a The CRO <u>shall approve</u> ...</p>	<p><i>Shift to the use of the term approve instead of review.</i></p>
<p>5.6 All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals or slates.</p>	<p><i>Only change is to delete slates/teams</i></p>	<p><i>ERC is proposing silence in bylaw and policy with respect to slates.</i></p>
<p>5.7 Candidates shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.</p>	<p><i>No change except to re-number</i></p>	
<p>5.8 After the campaign period has closed, candidate(s) and slate(s) may distribute communications encouraging students to vote in a General or By Election. Candidate(s) and slate(s) shall not campaign after the campaign period has closed. As denoted in 5.5, "campaigning is defined as any form of promotion of an individual or slate." All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign period.</p>		<p><i>ERC members agreed to propose that the restriction on campaigning during voting be removed.</i></p>
	<p>6.8 <u>All campaign materials shall focus on the individual running.</u></p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>6. Principles and Rules of Conduct for Elections 6.1 Preamble:</p>	<p><i>No change except to re-number to 7</i></p>	
<p>6.1.a Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA Elections – “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, General Principle).</p>	<p><i>No change except to re-number to 7</i></p>	
	<p><u>7.1.b All candidates will be expected to contribute to a culture of ethics and responsibility, and ensure all of their campaign activities reflect personal integrity, respect for other candidates, the CRO and DRO, GSA Elections and Referenda Committee (GSA ERC), and the GSA, and ethics. Before carrying out any campaign activities, candidates should ask themselves if their actions are right, fair, and will maintain the good reputation of the GSA.</u></p>	<p><i>August 28, 2014 ERC agreed proposing a preamble about creating a culture of ethics to the Election policy.</i></p>
<p>6.1.b Candidates will abide by GSA Bylaws and Policies concerning Elections.</p>	<p><i>No change except to re-number to 7</i></p>	
<p>6.1.c As per the GSA Policy Manual (Officer Portfolios, Chief Returning Officer), “the CRO is responsible for administration of GSA Elections, By-Elections [...] pursuant to the GSA Election [...] Bylaws and Policies.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections [...] Bylaws and Policies as provided for in the GSA Elections [...] Policy.”</p>	<p><u>7.1.d As per GSA Policy (Officer Portfolios, Chief Returning Officer), the CRO oversees GSA Elections, By-Elections, and Referenda processes within the guiding principles of GSA Elections and Referenda “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VII, Elections, and GSA Bylaw, Part IX, Referenda). The CRO also oversees GSA Election, By-Election and Referenda processes pursuant to all GSA Bylaws and Policies with advice from the GSA ERC.</u></p>	<p><i>ERC has proposed a new description of the CRO role and responsibilities.</i></p>
<p>6.1.d It is the responsibility of the candidates to familiarize themselves with the GSA Elections Bylaw and Policy.</p>	<p><i>No change except to re-number to 7</i></p>	
<p>6.1.e The following are a series of principles and rules concerning candidate conduct during General and By-Elections. These examples are non-exhaustive and include but are not limited to the following principles and rules:</p>	<p><i>No change except to re-number to 7</i></p>	
<p>6.1.e.i Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.</p>	<p><i>No change except to re-number to 7</i></p>	
<p>6.1.e.ii Do run a clean campaign and when running in a slate, encourage good behaviour for all slate members.</p>	<p>7.1.e.ii Do run a clean campaign and encourage good behavior for all.</p>	
<p>6.1.e.iii Do treat the CRO, DRO, elected officials, management, staff, and fellow candidates with respect.</p>	<p><i>No change except to re-number to 7</i></p>	
<p>6.1.e.iv Do respect the CRO and DRO’s time. The turnaround for</p>	<p>Add “Working day” means “a day that the GSA office is open” (see GSA Policy,</p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
approving campaign materials will be approximately one (1) working day.	Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).	
6.1.e.v Do ensure any Election volunteers or colleagues comply, at all times, with GSA Elections Bylaw and Policy and other applicable policies or laws.	7.i.e.v Do ensure any <u>campaign</u> volunteers or colleagues comply, at all times, with GSA Elections Bylaw and Policy and other applicable policies or laws.	
6.1.e.vi Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.	<i>No change except to re-number to 7</i>	
6.1.e.vii Do ensure any Election platforms align with the GSA's multiple roles under the <i>Post-Secondary Learning Act (PSLA)</i> .	<i>No change except to re-number to 7</i>	
6.1.e.viii Do get permission from Professors or Instructors to campaign in any classrooms.	7.1.e.viii Do get permission from professors, or instructors to campaign in any classrooms <u>and laboratories</u> .	<i>ERC members discussed at length how to ensure candidates are not walking into labs unannounced for campaigning. This has been raised as an issue for the last two Elections. Proposed re-wording might help to ensure candidates arrange in advance to enter laboratories with the requirement to get permission.</i>
6.1.e.ix Do monitor your electronic campaign materials (eg Facebook pages) for <i>ad hominem</i> attacks from other graduate students or individuals against other candidate(s) or state(s) . If you encounter such attacks, report them immediately to the CRO.	7.1.e.ix Do monitor your electronic campaign materials (eg Facebook pages) for <i>ad hominem</i> attacks from other graduate students or individuals against other candidate(s). If you encounter such attacks, report them immediately to the CRO.	
6.1.e.x Do use resources for campaigning that are publicly accessible to all candidate(s) and states(s) . For example, do not use Departmental or Supervisor photocopiers to print campaign materials.	7.1.e.x Do use resources for campaigning that are publicly accessible to all candidate(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.	
6.i.e.xi Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws and Policies	<i>No change except to re-number to 7</i>	
6.1.e.xii Don't use the University or GSA logos on any physical or electronic campaign materials.	<i>No change except to re-number to 7</i>	
6.1.e.xiii As denoted in Section 6.9 "All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals or states ."	7.1.e.xiii As denoted in Section <u>5.6</u> "All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals."	
6.1.e.xiv Don't use an unmoderated mailing list.	<i>No change except to re-number to 7</i>	
6.1.e.xv Don't tolerate, ask, or encourage campaign volunteers or fellow graduate students to violate GSA Elections Bylaw and Policy (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.	<i>Add or <u>colleagues</u> and renumber to 7</i>	<i>Ensures consistency with above statements.</i>
6.1.e.xvi Don't campaign in unsafe spaces that require proper safety equipment such as laboratories .	7.1.e.xvi Don't campaign in unsafe spaces that require proper safety equipment. <u>The CRO will talk about safety issues, including campaigning in labs, at the Initial</u>	<i>ERC members are proposing this change to try to deal with issues in the previous years where candidates have gone into chemistry labs without</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
6.1.e.xvii Don't place campaign materials behind locked doors that only certain candidates have access to through a key or swipe card.	<u>All-Candidates Meeting.</u>	<i>permission.</i> ERC members have agreed to remove this restriction as it is difficult to enforce it.
6.1.e.xviii Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.	No change except to re-number to 7	
6.1.e.xix Don't violate any other GSA Elections Bylaws or Policies or other applicable policies or laws.	No change except to re-number to 7	
7. CRO's Decision on Penalties, Remedial Action, and Referrals	No change except to re-number to 8	
	<u>8.1 Given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</u>	<i>This rewording gives the CRO latitude in dealing with deadlines associated with an alleged breach. During the 2014 General Election, timelines expressed in hours did not work in practice, and resulted in deadlines occurring in the middle of the night.</i>
7.1 When the CRO becomes aware of an issue or breach of GSA Elections Bylaw and Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw and Policy, the CRO shall:	When the CRO becomes aware of an issue or breach of GSA Elections Bylaw and Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw and Policy, the CRO shall: <u>in consultation with the DRO, GSA ERC Chair, available member(s) of GSA ERC, and/or the Executive Director (ED), discuss deadlines for candidate(s) or others to make their complaint and response, along with any other related matters. The ED shall seek legal advice as necessary.</u>	
7.1.a Forthwith email the candidate(s) or slate(s) setting out details of the issue/breach, ask for a written response within eight (8) hours , and consider that response.	Add the following opening clause: <u>"In addition, the CRO shall"</u>	<i>Deadlines expressed in hours have been removed.</i>
7.1.b Inform the candidate(s) or slate(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The CRO has up to twenty four (24) hours to make this decision.	8.1.b Inform the candidate(s) <u>of their</u> decision on penalty, remedial actions, or referrals, <u>their</u> reasons for the decision, and shall state whether the candidate(s) can still campaign. <u>The CRO shall advise candidate(s) that they have twenty-four (24) hours from the time of the receipt of the CRO's decision to lodge a complete appeal with the Chair of the GSA ACB, copy to the ED (See also GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.1.a).</u>	<i>See above.</i>
7.1.c .The CRO may impose the following penalties, remedial actions, or make referrals:	No change except to renumber.	
7.1.c.i Verbal or written reprimands.	No change except to renumber.	
7.1.c.ii Reduction of spending limits.	No change except to renumber.	
7.1.c.iii Disqualification from the current Election.	No change except to renumber.	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
7.1.c.iv Any other penalty or remedial action.	<i>No change except to renumber.</i>	
7.1.c.v Any referrals.	<i>No change except to renumber.</i>	
	<u>The CRO may choose to bring together candidate(s) for informal resolution.</u>	<i>ERC supports moving towards some form of informal resolution whenever possible.</i>
7.1.d The Speaker and Executive Director shall be copied on the emails described above.		<i>Removed need to copy the Speaker as the Speaker is no longer involved in the appeals process.</i>
7.1.e The CRO shall advise the candidate(s) or slate(s) that they have twelve (12) hours from the time the CRO's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Elections, Section 9, Elections Appeals.	8.3-The CRO shall keep a written record of any alleged issue or breach of GSA Elections Bylaw and Policy and decisions on any penalties, remedial actions, or referrals. <u>The written record is defined as "as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received" (see also GSA Policy, Referenda, Section 8.3).</u>	<i>Needs to be deleted since the appeal has been moved to the new Appeals and Complaints Board proposal.</i> <i>Took direct quote of written record defined elsewhere in this document.</i>
	8.4 <u>If someone wishes to contact the CRO about a breach and wishes to remain anonymous, the CRO will consult with the Chair or member(s) of the GSA ERC and the ED to weigh the reasons requested for anonymity in balance with public interest. The CRO's decision on anonymity is final and binding and the individual will decide whether to proceed with the matter.</u>	<i>The issue of anonymity was raised when someone issued a complaint during the 2014 General Election.</i>
7.2 If a disqualified candidate is a member of a slate, the slate shall alter their campaign materials so that the materials no longer reference the disqualified candidate.		<i>ERC and GC members agreed to remove any reference to slates or teams.</i>
7.3 Unless otherwise stated, in the Election Bylaws and Policies, decisions of the CRO are subject to appeal to the GSA Speaker.		
	8.5 <u>All decisions of the CRO shall be reported to THE GSA ERC as soon as decisions are reached. The GSA ERC will decide which decisions should be posted on the GSA website and shall take into consideration the nature and severity of the issues of the breach and balance this in relation to public interest. The process used in reaching the decision, eg successful resolution agreed to by disputing parties, discussion with the candidate about an alleged breach and CRO decision on penalty, discussion with complainant and candidates and decision on remedy, etc will be included. Posted decisions could include:</u> <ul style="list-style-type: none"> i. <u>a summary of the alleged issue or breach;</u> ii. <u>a list of parties to the alleged issue or breach (unless the CRO in consultation with the Chair of GSA ERC or member(s) of GSA ERC and the</u> 	<i>ERC members agreed at their October 23, 2014 meeting to have ERC decide in consultation with the CRO whether to post decisions.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p><u>ED decide to grant anonymity</u>);</p> <p>iii. <u>a summary of the reasons for the decision</u>;</p> <p>iv. <u>a listing of all bylaws, policies, and regulations that apply</u>;</p> <p>v. <u>the decided upon penalties, remedial actions, and/or referrals</u>; and</p> <p>vi. <u>the time limit for the appeal</u>.</p>	
8. — NoC Vice Chair’s Decision on Penalties, Remedial Action, and Referrals	<u>8.6 Disrespectful behavior towards the CRO may be referred to the GSA ERC by the CRO for informal resolution or the CRO may impose the penalties, remedial actions, or make referrals as set out in Section 8.2.c, above.</u>	<i>ERC has advised this section is overly complicated, and is instead proposing the CRO could decide or have the option to refer the matter to ERC for informal resolution or discipline a candidate.</i>
8.1 If the CRO feels treated in a disrespectful manner by a candidate(s) or slate(s), he/she will inform the Vice Chair of the NoC setting out the details.		<i>The CRO has many options to deal with disrespectful behavior.</i>
8.2 The Vice Chair of the NoC shall, upon receiving information from the CRO about an alleged breach/issue:		
8.2.a Forthwith email the candidate(s) or slate(s) setting out the details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.		
8.2.b Inform, electronically, the candidate(s) or slate(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The NoC Vice Chair has up to twenty-four (24) hours to make this decision.		
8.2.c The NoC Vice Chair may impose the following penalties, remedial actions, or make referrals:		
8.2.c.i Verbal or written reprimands		
8.2.c.ii Reduction of spending limits.		
8.2.c.iii Disqualification from the current Election.		
2. — 8.2.c.iv Any other penalty or remedial action. 8.2.c.v Any referrals.		
8.2.d The CRO, Speaker and Executive Director shall be copied on the emails described above.		
8.2.e The NoC Vice Chair shall advise candidate(s) that they have twelve (12) hours from the time the NoC Vice Chair’s email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Elections, Section 9, Elections Appeals.		
9. Elections Appeals The following shall be attached to the Nomination Form for the GSA		<i>NOTE FOR INFORMATION: the appeals of CRO decisions process is proposed to be moved to the new Appeals and Complaints Board. The</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
General Election and any subsequent By-Elections:		<p><i>sections detailing nomination forms would be moved to GSA Policy, Elections, Section 2, Nomination Forms.</i></p> <p><i>ERC is proposing that the Election Appeals section be completely struck and moved to the new Appeals and Complaints Board.</i></p>
9.1 Preamble		
9.1.a The GSA Council has approved Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaws and Policies posted in full on the GSA website. GSA Policy details the “Principles and Rules of Conduct for Elections” (as per GSA Policy, Elections, Section 6).		
9.2 Definitions		
9.2.a “Speaker” means Speaker or Deputy Speaker or any person Council designates or elects as Acting Speaker or Acting Deputy Speaker.		<p><i>Speaker no longer involved in hearing the appeals with the newly proposed Appeals and Complaints Board</i></p>
9.2.b “CRO” means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.		
9.2.c “Vice-Chair of the GSA Nominating Committee (NoC)” means the Councillor appointed by the President from amongst the three (3) Councillors elected by Council to serve on the NoC (as per GSA Policy, Standing Committees, Nominating Committee).		<p><i>See above. Proposal that the CRO, or CRO in consultation with the ERC deal with issues related to the CRO feeling disrespected. Need to remove filing concerns of bias against the NoC Vice-Chair if they are not going to be making these decisions during an Election.</i></p>
9.3 Elections Bylaws and Policies and Acknowledgement by Candidates		<p><i>Moved to GSA Policy, Elections, Nomination Forms Section</i></p>
9.3.a The GSA Council has approved Bylaw and Policy related to the General Election and any subsequent By-Elections. By signing the nomination form, all candidates acknowledge that they have read and agree to abide by Elections Bylaws and Policies, which are posted in full on the GSA website.		<p><i>Moved to GSA Policy, Elections, Nomination Forms Section</i></p>
9.3.b By signing the nomination form, candidates ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, the Nominating		<p><i>Moved to GSA Policy, Elections, Nomination Forms Section and updated to reflect the fact that the NOC Vice-Chair and Speaker are no longer part of making decisions or hearing appeals during an Election.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>Committee Vice-Chair decides on penalties, remedial actions, and/or referrals for any matters related to the disrespectful behaviour towards the CRO, and that the GSA Speaker decides on any appeals. Any concerns with bias on the part of the NoC Vice-Chair in making such decisions on penalties, remedial actions, and/or referrals concerning disrespectful behaviour towards the CRO, or the Speaker in making such decisions on appeals, shall be filed with nomination forms.</p>		
<p>9.3.c The current Speaker and Deputy will be updated each year on the nomination forms.</p>		<p><i>No longer needed, the Speaker and or Deputy Speaker shall no longer hear the appeal.</i></p>
<p>9.3.d The current Vice-Chair of the NoC will be updated each year on the nomination forms.</p>		<p><i>No longer needed, NoC Vice-Chair not involved in the decisions for disrespectful behavior towards the CRO.</i></p>
<p>9.3.e The current three (3) Councillors on the NoC will be updated each year on the nomination forms.</p>		<p><i>See above, no longer needed, NoC Vice-Chair not involved in the decisions for disrespectful behavior towards the CRO.</i></p>
<p>9.3.f Any changes to these names will be emailed to candidates who will have twenty four (24) hours to file any objections with the GSA Speaker.</p>		<p><i>Moved to GSA Policy, Elections, Nomination Forms, updated to reflect the new Appeals and Complaints Board.</i></p>
<p>9.3.g The deadline to file any concerns of bias on the part of the Speaker, Deputies, or NoC Vice-Chair in making decisions shall be updated each year on the nomination forms.</p>		
<p>9.4 Appeals Process</p>		<p><i>NOTE FOR INFORMATION: the appeals of CRO decisions process is proposed to be moved to the new Appeals and Complaints Board. With this proposal, the next few sections would have to be removed.</i></p>
<p>9.4.a The CRO has issued a decision on penalties or remedial action to a candidate(s) or slate(s) as denoted in GSA Policy, Elections, Section 7, CRO's Decision on Penalties, Remedial Action, and Referrals:</p>		
<p>9.4.a.i Only candidates have standing to appeal.</p>		
<p>9.4.a.ii Once a candidate(s) or slate(s) receives a decision on penalties, remedial action, and or/referrals from the CRO, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the CRO's email concerning the alleged issue/breach. The CRO and Executive Director shall be</p>		

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>copied. The Speaker has up to twenty four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.</p>		
<p>9.4.a.iii If the Speaker is provided with information during an appeal that the CRO did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the CRO. The CRO shall have the opportunity to review and potentially revise their decision in light of additional information.</p>		
<p>9.4.b The NoC Vice Chair has issued a decision to a candidate(s) or slate(s) and the CRO, as denoted in GSA Policy, Elections, Section 8, NoC Vice Chair's Decision on Penalties, Remedial Action, and Referrals:</p>		
<p>9.4.b.i Only candidates have standing to appeal.</p>		
<p>9.4.b.ii Once a candidate(s) or slate(s) receive a decision on penalties, remedial action, and/or referrals from the NoC Vice Chair, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the NoC Vice Chair's email concerning the alleged issue/breach. The NoC Vice Chair and Executive Director shall be copied. The Speaker has up to twenty four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.</p>		
<p>9.4.b.iii If the Speaker is provided with information during an appeal that the NoC Vice Chair did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the NoC Vice</p>		

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>Chair shall have the opportunity to review and potentially revise their decision in light of additional information.</p>		
<p>9.5 Flow Chart for Decisions on Penalties, Remedial Action, and Referrals and Appeals (see policy for the image) Scenario 1: The CRO becomes aware of an alleged issue or breach. CRO decides upon penalties, remedial action, and/or referrals. Scenario 2: The CRO believes a candidate(s) or slate(s) has treated the CRO in a disrespectful manner. CRO informed the NoC Vice Chair. The NoC Vice Chair decides upon penalties, remedial action, and/or referrals. Scenario 1: Candidate(s) or slate(s) decide to appeal the CRO's decision. Scenario 2: Candidate(s) or slate(s) decide to appeal the NoC Vice Chair's Decision. Outcome of both Scenario 1 and Scenario 2: Speaker hears and decides on any appeals.</p>		
<p>10. Voting</p>	<p><i>No changes except to re-number</i></p>	
<p>10.1 "All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaws, Part VIII, Elections, Section 3.1).</p>	<p><i>No changes except to re-number</i></p>	
<p>10.2 The CRO shall communicate to graduate students the members of each slate and all individual candidates.</p>	<p><i>No changes except the removal of the mention of slate</i></p>	<p><i>ERC has agreed to be silent on slates/teams; to encourage individuals to run; to require that all campaign materials focus on the individuals running in both content and designs and that the \$150 limit per candidate not be pooled with other candidates.</i></p>
<p>10.3 Candidates shall be displayed in random order on a per-ballot basis. The Election software determines the random order of candidates on a ballot.</p>	<p><i>No changes except to re-number</i></p>	
<p>10.4 "None of the Above" will be considered a candidate for the purpose of an Elections ballot, and shall also be displayed in random order on a per-ballot basis.</p>	<p><i>No changes except to re-number</i></p>	
	<p><u>10.5 When the GSA moves to 'Vote for One' software, this section will be amended by the GSA ERC. In addition, when the GSA moves to 'Vote for One' software, ERC will amend other instances in this policy where the software makes random decisions.</u></p>	<p><i>ERC is still in the process of determining whether Google Forms will be a good system to use for GSA General Elections. Computing experts have told the GSA that computer software can never make a random decision.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
10.5 On ballots, voters shall rank candidates numerically, and may rank any number of candidates (including not ranking a candidate at all, the equivalent of a rank of zero).	10.6 <u>Until the GSA changes its current voting software to accommodate a “Vote for One” system vs the constraint with the current software which allows only for a preferential voting, these shall be the voting instructions for voting on the preferential ballot: voters shall cast a ballot for their most preferred candidate (and in the case of CALs, voters shall cast up to a maximum of ten (10) votes for their most preferred CAL candidates).</u>	ERC members have noted instructions currently not clear for what exactly happens when there are just two candidates (one and none of the above). ERC members have agreed to add wording that the GSA will move towards this voting system once it is possible to get new election software.
10.6 Ballots shall be counted electronically according to the following procedure:	<u>Add “In the event that the current electronic voting software (ie a preferential ballot) is used”...</u>	
10.6.a The number of first-place votes for each candidate shall be counted.		
10.6.b The candidate with the lowest number of first-place votes shall be eliminated from the Election. Where there is a tie for the lowest number, if one of the tied candidates had a lesser number of votes in a previous voting round, that candidate shall be eliminated. If there has not been a previous round, the electronic voting software randomly eliminates one of the candidates tied for the lowest number of first place votes. In the event that the electronic voting software fails, the CRO will draw a name from a hat in the presence of two (2) neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.		
10.6.c Ballots for an eliminated candidate shall be distributed amongst remaining candidates in accord with the voter’s most preferred choice.	<i>No change except to re-number</i>	
10.6.d The above steps shall be repeated until the number of candidates remaining is equal to the number of positions available.	<i>No change except to re-number</i>	
10.6.e The candidates remaining shall be considered the successful candidates, except in the case where None of the Above has received more votes than other candidates, in which case only those candidates receiving more votes than None of the Above shall be considered the successful candidates.	<i>No change except to re-number</i>	
	7. As per 10.6, above, until the GSA changes its current voting software to	ERC is in favor of moving away from preferential voting to a ‘vote for

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	accommodate a 'Vote for One' system vs the constraint with the current software which allows only for a preferential voting, Ballots shall be counted electronically according to the following procedure in a 'Vote for One' system:	<i>one' system. ERC still need to determine if it will be possible to use a different voting software this year (ie Google Forms).</i>
	<u>10.7.a</u> The number of first-place votes for each candidate shall be counted.	
	<u>10.7.b</u> The candidate with the highest number of votes, including None of the Above, will be considered the successful candidate. Where there is a tie for the highest number of votes the CRO shall draw a name from a hat in the presence of the candidates and two (2) neutral witnesses; and the name drawn from a hat will be the successful candidate.	<i>ERC members have advised that having the electronic voting software randomly eliminate a candidate is not fully random so has proposed drawing a name from a hat in the presence of the candidates and neutral witnesses.</i>
11. Results	<i>No change except to re-number</i>	
11.1 Upon completion of the ballot count, the CRO shall announce the official results as soon as possible . As denoted in GSA Elections Policy, Timeline, Section 3.8, voting shall be completed no later than April 15, or the next working day.	11.1 Upon completion of the ballot count, <u>the CRO shall announce the provisional results; however, if there is an alleged breach of GSA Election Bylaw or Policy in process, the provisional results of any related election will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided.</u> In addition, given that candidates have 24 hours after voting ends to lodge a complaint about an alleged breach, the provisional results of any related election will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided. As denoted in GSA Policy, Elections, Timeline, Section 3.8, voting shall be completed no later than April 15, or the next working day. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).	<i>ERC noted the need to re-introduce the distinction between unofficial and official results to allow for any appeals to come forward. ERC members are also proposing that with having campaigning during voting there needs to be a deadline by which alleged breaches can come forward to the GSA CRO.</i>
11.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots shall be destroyed one (1) month following the release of the official results.	<i>No change</i>	
12. Reporting	<i>No change except to re-number</i>	
12.1 The CRO will draft a procedural report following each GSA General Election or By-Election. This report will outline major decisions, processes, issues, and recommendations for the following year. This report will be provided to the next CRO and DRO, and the GSA ERC, the GSA Board, and Council.	<i>No change except to re-number</i>	
13. By-Elections	<i>No change</i>	
13. 1 In the event that a Directly-Elected Officer position is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or if a position is vacated at any time prior to December 1 (or the next working day) a by-Election shall take place as soon as possible [also see Section 2.8 of the GSA Elections Bylaw re: Council	13. 1 In the event that a DEO position is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or if a position is vacated at any time prior to December 1 (or the next working day) a by-Election shall take place as soon as possible [also see Section 2.8 of the GSA Elections Bylaw re: Council Election of Interims] . "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals	<i>This was accidentally left in policy during the last review of Election Bylaw and Policy in fall 2013. Section 2.8 of Elections Bylaw does not exist, editorial removal.</i>

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
<u>Election of Interims].</u>	<u>and Complaint Board, Section 1.1.k).</u>	
13.2 In the event that the Directly-Elected Officer position is vacated after December 1 (or the next working day) and before the next GSA General Election, the GSA Nominating Committee (GSA NoC) will decide on procedures and then provide one or more names to Council for consideration. GSA Council will elect an individual to fill the position on an interim basis. If the matter is deemed urgent by the CRO, Council can hold this Election electronically.	Add “Working day” means “a day that the GSA office is open” (see GSA Policy, <u>Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</u>	
13.3 In the event that any CAL positions are not filled by the end of the General Election, or a Councillor-at-Large position is vacated prior to December 1 (or the next working day) GSA Council will be responsible for electing any remaining Councillors-at-Large. When electing any remaining Councillors-at-Large, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations. If the matter is urgent, GSA Council can hold this Election electronically.	Add “Working day” means “a day that the GSA office is open” (see GSA Policy, <u>Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</u>	

NEW PROPOSED GSA BYLAW: GSA APPEALS AND COMPLAINTS BOARD

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	<u>1. There shall be a GSA Appeals and Complaints Board (GSA ACB) as set out in GSA Policy; this policy shall provide for GSA ACB Hearing Committees.</u>	

GSA POLICY (DISCIPLINE) - starts on next page

Current Bylaw/Policy (<i>deletions noted by a strikethrough</i>) -	Proposed changes (<i>additions underlined</i>)	Rationale/Background
GSA Policy – Discipline Purpose: To outline policies and procedures related to hearings of the Judicial Committee.	<u>To outline the University’s and GSA’s authority regarding discipline.</u>	<i>All graduate students are subject to the University’s discipline policies and this is now set out in GSA Policy. The GSA’s reasons for disciplining a graduate student are more limited, eg removal from elected office for stated reasons, eg conflict of interest.</i>
Scope: This policy governs hearings of the Judicial Committee.	<u>This policy outlines what discipline matters can be taken to the GSA Appeals and Complaints Board.</u>	<p><i>This policy is modeled on the General Faculties Council Academic Appeals Committee.</i></p> <p><i>The current policy provides that the GSA’s highest discipline body will be used only for the most serious complaints and appeals; discipline for non-attendance at meetings by graduate student representatives has been replaced with attendance policies monitored and enforced at lower levels.</i></p> <p><i>The proposed policy observes the elements of procedural fairness; ensures the support of Hearing Committees; provides for the training of members; and provisions for dealing with unforeseen absence of a CRO/DRO.</i></p> <p><i>The current policy has been completely rewritten, and thus there is a strikethrough of the entire policy.</i></p>
Related Policies and Bylaws	<u>GSA Bylaw, Part III, Council</u> <u>GSA Bylaw, Part IV, Officers</u> <u>GSA Bylaw, Conduct, Performance of Duties, and Conflict of Interest/Committee of Officers</u> <u>GSA Bylaw, Part VIII, Elections</u> <u>GSA Bylaw, Part IX, Referenda</u> <u>GSA Bylaw, Part XIII, GSA Appeals and Complaints Board</u> <u>GSA Policy, Elections</u> <u>GSA Policy, Referenda</u> <u>GSA Policy, Performance of GSA Committee Members and Representatives on University Governing Bodies and Committees</u> <u>GSA Policy, Standing Committees, GSA Appeals and Complaints Board</u>	
Related Forms	<u><Nomination Form for the GSA General Election></u>	
1. Definitions		<p><i>The following several pages are proposed to be deleted in their entirety for reasons already described. A proposed new policy for judicial affairs is outlined in the new proposed discipline policy and the ACB.</i></p>
2.		
1. The party initiating a complaint shall be deemed the “Applicant.”		
2. The party responding to a complaint shall be deemed the		

Current Bylaw/Policy (deletions noted by a strikethrough) -	<u>Proposed changes (additions underlined)</u>	Rationale/Background
"Respondent."		
3. A party supplying additional information to the Committee shall be designated as a "Witness."		
4. "Committee" shall refer to the Judicial Committee as defined in GSA Policy, Standing Committees, Section 11, Judicial Committee.		
5. "Member" shall refer to a GSA Councillor selected in accordance with GSA Policy, Standing Committees, Section 11, Judicial Committee to sit on the Committee.		
6. "Chair" shall refer to the presiding officer of the Committee as selected by a majority of the Members prior to a hearing.		
7. "Hearing" shall refer to the forum by which evidence is presented to the Committee by both the Applicant and the Respondent.		
3. Processes		
1. Initiating a Hearing		
a. For a hearing to be initiated, the Applicant must submit a written request outlining the alleged offence. This request must be submitted to either the President or the Speaker.		
b. The President or Speaker will make a determination as to whether the Applicant's submission merits being sent to the Committee for a hearing. Barring exceptional circumstances, this determination shall be made within two (2) working days.		
c. Upon initiation of a hearing, the Committee will select a Chair from amongst its Members. The Chair, in consultation with the Committee, will select a hearing date and notify the Applicant and the Respondent of this date. The Chair will also ensure that the written complaint is distributed to the Committee Members at least three (3) working days in advance of the hearing date.		
2. Conducting a Hearing		
a. Although the hearing format can be altered to suit the		

Current Bylaw/Policy (deletions noted by a strikethrough) -	<u>Proposed changes (additions underlined)</u>	Rationale/Background
particular circumstances of each case, the following elements must be observed:		
i. The Applicant/Respondent must be given a chance to present their case and each must be given an opportunity for response.		
ii. The Members must be given an opportunity to question the Applicant, Respondent, and Witnesses.		
iii. The Committee must be given an opportunity to deliberate in private.		
b. Hearings are public unless the Chair determines that the presence of sensitive or confidential information requires a private hearing.		
3. Accessing Formal Processes		
a. The Committee will have the option of devising a more formal hearing format if the circumstances of a particular case make such a format necessary.		
4. Decisions		
1. Guidelines for Deliberation		
a. The Committee must make its decision only on the merits of the evidence submitted during the official hearing.		
b. Members of the Committee, including the Chair, also must adhere to the conflict of interest provisions contained in the GSA Bylaws (Part VII, Conduct of Representatives, Section 3).		
2. Reaching a Decision		
a. The Committee will seek to attain consensus in its decisions where possible. In the event that consensus is not possible, however, the matter shall be decided by simple majority vote.		
b. A dissenting opinion may be released by a Member uncomfortable with the determination of the majority. Dissents will be provided to the Chair to issue along with the majority decision.		
3. Issuance of Decision		
a. The Chair will issue a decision to the Applicant and the Respondent on behalf of the Committee within two (2)		

Current Bylaw/Policy (deletions noted by a strikethrough) -	<u>Proposed changes (additions underlined)</u>	Rationale/Background
working days from the date of the hearing. The decision can be issued either in hard copy format and/or by electronic means.		
b. The GSA Office will be responsible for maintaining a file of Committee decisions in accordance with the GSA Document Retention and Destruction schedule.		
5. Sanctions		
1. Sanction Guidelines		
a. In the event that the Committee upholds the Applicant's accusations, appropriate sanctions will be chosen.		
b. The following offer sanction guidelines that can be referenced by the Members, ranked in order of increasing severity.		
i. Reprimand: The Committee can censure the Respondent either verbally or in writing.		
ii. Fine: The Committee can issue a monetary fine against the Respondent in increasing increments depending on the severity of the offence. Fines of \$50, \$100, and \$300 dollars are sufficient.		
iii. Removal: The Committee can make a formal recommendation to Council that the Respondent be stripped of his/her office. Such a recommendation activates the impeachment or removal processes outlined in the GSA Bylaws (Part VII, Conduct of Representatives, Section 2.2).		
2. Determining Sanctions		
a. In determining sanctions, the Committee will solicit the views of both the Applicant and the Respondent as to what an appropriate sanction would be. The Committee must also take into consideration whether or not the Respondent has had previous sanctions administered by the Committee.		
b. The Committee must ensure that the sanction chosen is proportional to the offense as outlined in the complaint.		
3. Enforcing Sanctions		
a. The issuance of a fine will specify the deadline by which		

<u>Current Bylaw/Policy (deletions noted by a strikethrough) -</u>	<u>Proposed changes (additions underlined)</u>	<u>Rationale/Background</u>
<p>payment will be expected. In the case of financial hardship, the Respondent can seek alternate arrangements with the Chair.</p>		
<p>b. In the absence of such arrangements, a missed payment authorizes the Committee to increase the severity of the sanction over time, ending with a recommendation for removal to Council.</p>		
		<p><i>The current Discipline policy does not fully comply with all elements of procedural fairness. A new GSA Appeals and Complaints Board is proposed and as part of that proposal there are hearing procedures adapted from those used by the GFC Academic Appeals Committee. Those hearing procedures have been reviewed by the University's lawyers and have been tested for many years' of hearings.</i></p>
	<p><u>1. Authority Under the <i>Post-Secondary Learning Act</i>. The University Has the Authority to Discipline Students in Accord with the <i>Post-Secondary Learning Act</i> as Follows:</u></p>	
	<p><u>1.1. "Student Discipline. The general faculties council has general supervision of student affairs at a university and in particular, but without restricting the generality of the foregoing, the general faculties council may</u></p>	
	<p><u>a. subject to a right of appeal to the board, discipline students attending the university, and the power to discipline includes the power</u></p>	
	<p><u>i. to fine students,</u></p>	
	<p><u>ii. to suspend the right of students to attend the university or to participate in any student activities, or both, and</u></p>	
	<p><u>iii. to expel students from the university..."</u></p>	
	<p><u>2. The Graduate Students' Association has authority under the <i>Act</i> related to "the development and enforcement of rules relating to graduate student affairs" (<i>PSLA</i> Section 94.1).</u></p>	
	<p><u>2. University Code of Student Behaviour</u> <u>2.1. The University has established a Code of Student Behaviour (COSB) which embraces both academic and non-academic offenses. Graduate students have representation on the bodies that make any changes to the COSB.</u></p>	
	<p><u>5. GSA Bylaw and Policy Concerning Conduct and Performance of Duties and Conflict of Interest/Commitment.</u></p>	
	<p><u>5.1 The GSA has established Bylaws and Policies concerning graduate</u></p>	

<u>Current Bylaw/Policy (deletions noted by a strikethrough) -</u>	<u>Proposed changes (additions underlined)</u>	<u>Rationale/Background</u>
	students who are candidates running for elected office or elected as Officers.	
	5.2 The following statement concerning Elected Officers is in GSA Bylaw (Part VII, Conduct of Representatives, Section 2.1):	
	5.3 <u>“The GSA expects the Elected Officers to contribute to the carrying out of the GSA’s fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These graduate student representatives are expected to observe GSA Bylaw and Policy on such matters as confidentiality of closed GSA Council sessions conflict of interest and commitment, and are expected to perform their duties with diligence.”</u>	<i>This quote will be present in GSA Bylaw if the changes above are approved.</i>
	5.4 While the GSA has accountability measures in place (including regular reporting to GSA Council), Elected Officers can be held accountable for their performance by being removed from office. <u>“Elected Officers may be removed from office by GSA Council by a two-thirds majority vote passed at one (1) duly called meeting” (GSA Bylaw, Part VII, 2.2.1)</u>	
	5.5 The following statement is in GSA Bylaw and Policy concerning candidates running for office:	
	5.6 <u>“Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA Elections – “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, General Principle)” (GSA Policy, Elections, Section 7.1.a).</u>	<i>This statement is currently in GSA Election Policy, which quotes a current statement in GSA Election Bylaw.</i>
	5.7 <u>Expectation of Councillors, Councillors-at-Large, and committee members are set out in GSA Bylaw and Policy.</u>	
	<u>6. GSA ELECTED OFFICERS CHARGED UNDER THE COSB</u>	
	6.1 <u>If a GSA Elected Officer is charged under the COSB and the GSA is aware of the charge, the GSA will take whatever action is allowable and necessary given the circumstances of such rare cases.</u>	
	<u>7. DISCIPLINE OF GRADUATE STUDENTS</u>	
	7.1 <u>The GSA’s interest in discipline of graduate students relates to those graduate students who represent the GSA in an Elected Officer position.</u>	
	<u>8. GSA APPEALS AND COMPLAINTS BOARD</u>	
	8.1 <u>Discipline and related matters are dealt with in accord with GSA Policy governing the GSA Appeals and Complaints Board.</u>	

NEW Proposed GSA Appeals and Complaints Board Policy

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	<u>General</u>	
	<u>1. Definitions</u>	
	<u>1.a “ACB Chair” means the Chair of the GSA Appeals and Complaints Board (GSA ACB) or delegate.</u>	
	<u>1.b “Advisor” means any person chosen by either the Complainant or Respondent to accompany and assist the Complainant or Respondent during the appeal process.</u>	<i>Governance Committee members on Oct 15, 2014 agreed that the term Advisor should be included in the definitions section of this proposed policy</i>
	<u>1.c “Appellant” means any graduate student candidate(s) in a General Election or By-Election or campaign member(s) in a Referendum appealing a decision of the Chief Returning Officer (CRO).</u>	
	<u>1.d “Complaint” means a complaint that must be in writing (ie not oral), signed, and must provide a complete description of whatever has prompted the complaint.</u>	<i>Governance Committee members on Oct 15, 2014 agreed that a written complaint need to be clearly defined (ie that a complaint must be in writing, signed, and must provide a complete description).</i>
	<u>1.e “Complainant” means any student or employee of the University or GSA making a Complaint; there may be more than one person signing a Complaint.</u>	
	<u>1.f “De novo hearing” means a new hearing.</u>	
	<u>1.g “Elected Officers” are defined in GSA Bylaw, Part IV, Officers, Section 2, Directly-Elected Officers, and Section 3, Council-Elected Officers.</u>	
	<u>1.h “Executive Director” means the Executive Director (ED) of the GSA or a delegate with training in procedural fairness, who serves in a neutral role to advise on procedural matters.</u>	<i>Governance Committee members on Oct 15, 2014 agreed that the neutrality of this position should be emphasized.</i>
	<u>1.i “Respondent” means the member(s) of the GSA complained about; this is the person or persons providing a written response(s) to a Complaint.</u>	
	<u>1.j “Response” means a response that must be in writing (ie not oral), signed and must provide a complete response to all matters raised in the Complaint.</u>	<i>Governance Committee members on Oct 15, 2014 agreed that a written response need to be clearly defined (ie that a response must be in writing, signed, and must provide a complete response).</i>
	<u>1.k “Working day” means a day that the GSA office is open.</u>	

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	<p>1.1 <u>“Written record” is defined in GSA Elections Policy as “as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received” (see also GSA Policy, Elections, Section 8.3, and GSA Policy, Referenda, Section 8.3).</u></p>	
	<p>2. Jurisdiction:</p> <p>1. <u>The GSA is established as a corporation by the <i>Post-Secondary Learning Act</i> and may develop and enforce rules relating to graduate student affairs (Section 94(1)). The GSA Council has thus established the GSA ACB.</u></p>	
	<p>2. The GSA ACB hears the following through three (3)-person Hearing Committees:</p> <p>a. <u>Complaints about the performance or conduct of GSA Elected Officers.</u> b. <u>Complaints about conflict of interest or commitment relating to GSA Elected Officers.</u> c. <u>Appeals from decisions of the CRO.</u></p>	
	<p>d. <u>The GSA ACB decides on all of the above matters except on matters involving removal of GSA Elected Officers from office.</u></p>	
	<p>e. <u>Should an Appeal, Complaint, or Response involve an alleged criminal action or an alleged breach of the University Code of Student Behaviour, legal advice will be sought by the ED before proceeding to set up a GSA ACB Hearing Committee.</u></p>	
	<p>3. Informal Resolution</p> <p>1. <u>Informal resolution is encouraged before involving the GSA ACB.</u> 2. <u>The GSA ACB Chair and ED will confirm that every attempt to reach an informal resolution has been made before involving the GSA ACB.</u></p>	<p><i>Governance Committee members agreed that it should be emphasized that informal resolution is encouraged before involving the GSA ACB.</i></p>
	<p>4. Composition, Term of Office, and Support for the GSA ACB</p>	
	<p>4.1 <u>Four (4) members or alternates of GSA Council, elected by GSA Council.</u></p>	
	<p>4.2 <u>Four (4) graduate students at-large, elected by GSA Council.</u></p>	
	<p>4.3 <u>Members must come from different departments and may stand for re-election.</u></p>	
	<p>4.4 <u>To the extent possible, terms of office normally run from April 1 to March 31 of the following year and will be staggered. Any member who has been chosen to serve on a GSA ACB Hearing Committee may complete their service on a case even if their term expires or they convocate.</u></p>	
	<p>4.5 <u>In forwarding nominees to Council, the GSA Nominating Committee (GSA NoC)</u></p>	<p><i>ERC and Governance Committee sees it as crucial to ensure that the CRO</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p>will follow its terms of reference as set out in GSA Policy; in addition, the GSA NoC shall take whatever action is necessary, including direct appointments to the GSA ACB, to ensure a full complement of eight (8) members. “In the case of a <u>resignation or other vacancy in the CRO or DRO positions during any GSA Election, By-Election, or Referendum, or any other election or referenda situation requiring a CRO, the GSA NoC will take action, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed. The Speaker and Executive Director or delegate shall decide if there is an unforeseen vacancy in the CRO or DRO Office.”</u></p>	<p><i>and DRO positions are always filled.</i></p>
	<p><u>4.6 Nominees to the GSA ACB must demonstrate to the GSA NoC their ability to be impartial. They must have no intention to run in the next GSA General Election and may not have run in a GSA General Election or By-Election, or participated in a referendum campaign during the previous twelve (12) months.</u></p>	
	<p><u>4.7 The GSA NoC will interview nominees to the GSA ACB. In the paper ballot sent to GSA Council, the GSA NoC will note which nominees are forwarded by the GSA NoC and which are additional nominations.</u></p>	
	<p><u>4. 8 The President, Vice-Presidents, other Elected Officers, and Councillors-at-Large may not serve on the GSA ACB.</u></p>	
	<p><u>4.9 The ED will ensure support for the GSA CB and will provide for training of members in procedural fairness. The Executive Director, in consultation with the Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB. The ED may seek legal advice on behalf of the GSA ACB, Chairs of GSA ACB Hearing Committees, or the Speaker.</u></p>	
	<p><u>5. Chair of the GSA ACB and Chairs of GSA ACB Hearing Committees</u> <u>One (1) member of the GSA ACB will be elected by the GSA ACB as Chair for a one (1)- or two (2)-year term. Three (3) other members of the ACB will be elected by ACB to serve as Chairs of GSA ACB Hearing Committees for a one (1)- or two (2)- year term. Terms normally run from April 1 to March 31 of the following year and will be staggered to provide for continuity. Members may stand for re-Election as Chair and Hearing Committee Chairs. The GSA ACB Chair may delegate the position of GSA ACB Chair to another GSA ACB member for reasons relating to conflict, bias, or availability.</u></p>	
	<p><u>6. Confidentiality/Availability of Material for a <i>de novo</i> Hearing</u> <u>Subject to privacy regulations, all documents related to a <i>de novo</i> hearing shall be made available to the GSA ACB Hearing Committee, the ED, the parties, and their Advisors.</u></p>	

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	<p><u>7. Materials Sent by the GSA ACB Chair and Deemed Delivery</u> <u>1. All correspondence, notices, and materials sent by the GSA ACB Chair to students or University employees will be emailed to the CCID address. Those without a CCID will provide an email address. Delivery is deemed to have been effective the next University working day after the day the email was sent.</u></p>	
	<p><u>8. Procedural Questions</u> <u>1. If a procedural question arises before a GSA ACB Hearing Committee Chair has been selected, including a request to extend a deadline, the GSA ACB Chair will consult with the ED, who may seek legal advice. These decisions of the GSA ACB Chair may be made without a hearing and shall be final and binding.</u></p>	
	<p><u>2. If a procedural question arises during a hearing, the GSA ACB Hearing Chair will consult with the ED, who may seek legal advice.</u></p>	
	<p><u>9. Closed Hearings</u> <u>Hearings are closed unless all parties to a case (normally Appellants, Complainants, and Respondents) request an open hearing.</u></p>	
	<p><u>10. Decisions of a GSA ACB Hearing Committee</u> <u>Decisions shall be made on a balance of probabilities by majority vote. No member may abstain.</u></p>	
	<p><u>11. Reports to GSA Council on Complaints Concerning Elected Officers</u> <u>The GSA ACB Chair shall attend GSA Council and report, in closed session, on complaints concerning Elected Officers that are heard and decided by the GSA ACB.</u></p>	<p><i>GSA Governance Committee members discussed at the October 15 meeting that while the proposed change had originally stated that the ACB would report orally in closed session, GSA Governance Committee members felt that the possibility of some form of brief a written report should be made available to Council to deal with complaints concerning Elected Officers.</i></p>
	<p><u>12. Hearings by GSA Council on Complaints Concerning Elected Officers</u> <u>These hearings shall be held in closed session.</u></p>	
	<p><u>13. Publication of Decisions on CRO Appeals</u> <u>The GSA ACB Chair will ensure that decisions on Election and Referenda appeals are posted on the GSA website.</u></p>	
	<p><u>13. a The GSA ACB shall also report monthly to GSA Council on other matters as needed.</u></p>	
	<p><u>14. Appendices</u> <u>1. Two (2) appendices to this GSA Policy shall be found below, GSA ACB Hearing Committees, Procedures for <i>de novo</i> Hearings (Section 17, below) and GSA ACB Hearing Summary Template Elements (Section 18, below).</u></p>	
	<p><u>15. Complaints About the Performance or Conduct of a GSA Elected Officer and Complaints About Conflict of Interest or Commitment Relating to Elected</u></p>	

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	<u>Officers</u>	
	<u>1. Receipt of Complaints</u> a. <u>Complaints about a GSA Elected Officer or Officers shall be hand-delivered to the Chair of the GSA ACB and copied to the ED or electronically directed to the Chair of the GSA ACB and copied to the ED.</u>	<i>Governance Committee members agreed at their October 15 meeting that this section should emphasize that complaints can either be hand-delivered or sent electronically.</i>
	b. <u>Complaints may be made by any student or by an employee of the University or GSA.</u>	
	c. <u>Any witnesses the Complainant intends to call must be listed. Any steps at informal resolution must be described. Any suggested remedy or action must be included.</u>	
	<u>2. Request for Response and Challenge of GSA ACB Members for Reason of Bias</u> a. <u>Upon receipt of a Complaint, the GSA ACB Chair shall confer with the ED, who shall seek legal advice if necessary. The GSA ACB Chair shall then send the Complaint to the person(s) complained about, with a copy to the ED. The GSA ACB Chair shall ask for a Response, to be received within fifteen (15) working days. Responses shall be hand-delivered to the Chair of the GSA ACB and copied to the ED or electronically directed to the Chair of the GSA ACB and copied to the ED. Any witnesses the Respondent(s) intend to call must be listed. Any steps taken to resolve the situation informally (eg through mediation) must be described. Any suggested remedy, relief, or action must be included.</u>	
	2.b <u>The GSA ACB Chair will provide Complainants and Respondents with the list of GSA ACB members. Complainants and Respondents will have five (5) working days to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation shall be provided. Decisions on bias rest with a Chair of the GSA ACB or, if the Chair is challenged, with the Chair's delegate.</u>	
	2.c <u>If a Response is not received or is incomplete by the deadline, the Complaint will be dismissed.</u>	
	<u>3. Striking a Hearing Committee</u> a. <u>If a complete Response is received on time the GSA ACB Chair will confer with the ED and will then strike a GSA ACB Hearing Committee as follows:</u> b. <u>The Chair of the GSA ACB Hearing Committee will be selected in rotation from an established list.</u>	
	c. <u>The two (2) members of the GSA ACB Hearing Committee shall be members of the GSA ACB, selected in rotation from an established list.</u>	
	d. <u>The ED will serve in a neutral role to advise the GSA ACB Hearing Committee on</u>	<i>Governance Committee members on Oct 15, 2014 agreed that the</i>

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	procedural matters.	<i>neutrality of this position should be emphasized.</i>
	e. The GSA ACB Hearing Committee Chair may call a meeting of the Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. At this meeting the GSA ACB Hearing Committee may decide to call witnesses. The GSA ACB Chair may attend.	
	f. The GSA ACB Hearing Committee Chair will then set a time and place for the hearing, providing fifteen (15) working days' notice to the Complainant and Respondent. The Complainant and Respondent are responsible for calling their own witnesses, and may be accompanied by an Advisor. If an advisor is to be present, the GSA ACB Chair and ED must be notified.	
	g. No new information may be submitted at a hearing unless the GSA ACB Hearing Committee is convinced by majority vote that the information could not have been provided with the known timelines.	
	h. Procedures for Conducting <i>de novo</i> hearings are in Appendix A. 4. Conclusion of Hearings a. At the conclusion of the hearing, the GSA ACB Hearing Committee Chair shall draft a written decision in accord with the Hearing Summary Template in Appendix B (Section 18, below). The GSA ACB Hearing Committee members and ED shall review the draft, which shall be signed by the GSA ACB Hearing Committee Chair and sent to the Complainant and Respondent within ten (10) working days.	
	5. Powers of a GSA ACB Hearing Committee a. The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent in part or in whole, depending on the issues under consideration and on the remedy, relief or actions requested.	
	b If a Complaint is Dismissed i. The GSA ACB Hearing Committee may simply dismiss the Complaint. The decision is final and binding and will be reported to GSA Council in closed session. If there is a further complaint about the same Elected Officer, the written decision of initial GSA ACB Hearing Committee will be made available for any further hearing.	
	c If a Complaint is Upheld i. If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the Elected Officer related to performance, conduct or conflict of interest/commitment; may set out clear expectations for future conduct, performance, or conflict of interest/commitment; or make any other decision	

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	appropriate to the circumstances, short of removing the Elected Officer from office. <u>The decision is final and binding.</u>	
	ii. <u>Alternatively, the GSA ACB Hearing Committee may decide at this point to recommend to GSA Council that the Elected Officer be removed from office in accord with the procedures set out below under Removal from Elected Office by GSA Council.</u>	
	d. <u>Expectations for Future Conduct, Performance or Conflict of Interest/Commitment</u> i. <u>If the GSA ACB Hearing Committee has set out expectations for future conduct, performance, or conflict of interest/commitment, it may later reconvene to assess if those expectations have been met and may take any further action, including recommending to GSA Council that an Elected Officer be removed from Office.</u>	
	e. <u>Opportunity To Resign</u> i. <u>An Elected Officer who has been recommended for removal will be given an opportunity to resign before the matter goes to GSA Council, with a set deadline for reply. If a written reply is not received by the deadline, it is deemed that there is a resignation, in which case the relevant Elected Officer position will be declared vacant, and a report made to GSA Council in closed session.</u>	
	<u>6. Removal from Elected Office by GSA Council</u> a. <u>If an Elected Officer does not resign by a set deadline, the GSA Appeals and Complaints Board (GSA ACB) Chair and Executive Director will confer with the Speaker about setting a date for a Special Meeting of GSA Council.</u>	
	b. <u>In advance of the Special Meeting of GSA Council, the GSA ACB Chair shall provide GSA Council with the Complaint, the Response, all written decisions and any correspondence or communications.</u>	
	c. <u>GSA Council decisions will be based on this record; there will not be a re-hearing. The Speaker will make provision for Councillors to submit written questions to the GSA ACB Hearing Committee Chair in advance of the GSA Council meeting, and the GSA ACB Hearing Committee Chair will respond in writing.</u>	
	d. <u>GSA Council will then meet to consider the written record together with any written questions from Councillors and written responses from the GSA ACB Hearing Chair. GSA Council will then vote on accepting the recommendation or rejecting the recommendation. A two-thirds majority vote of those present is required to pass a motion to remove. If the vote is to remove the Elected Officer, then the Speaker, GSA ACB Chair, and ED will ensure that GSA Council’s reasons for removing an Elected Officer are fully understood before the meeting is adjourned. If the vote is not to remove from office, GSA Council may make any</u>	

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
	decision deemed necessary given the circumstances.	
	<u>16. Appeals of a CRO Decision</u>	
	<u>1. Receipt of Appeals of a CRO Decision</u> a. <u>Written appeals of a CRO decision should be directed to the Chair of the GSA ACB and copied to the ED. As set out in GSA Policy, Elections, Section 7.2.b, and GSA Policy, Referenda, Section 8.2.b, candidate(s) are to be advised by the CRO that they have twenty-four (24) hours from the time of the receipt of the CRO’s decision to lodge a complete appeal with the Chair of the GSA ACB, copied to the ED.</u>	
	b. <u>Only a candidate running in a General Election or By-Election, or campaign member running a ‘Yes’ or ‘No’ campaign during a Referendum may appeal.</u>	
	c. <u>Appeals must be in writing, signed and must provide a <i>complete</i> description of whatever has prompted the appeal. Any suggested remedy, relief or action must be included.</u>	
	<u>2. Right to Challenge a GSA Appeals and Complaints Board (GSA ACB) Member for Reason of Bias</u> a. <u>At the time a candidate running in a General Election or By-Election, or a campaign member involved in a referendum, submits a nomination or registration form, the candidate or campaign member is advised in writing on the form of the right to challenge any member of the GSA ACB for reason of bias.</u>	
	<u>3. Striking a GSA ACB Hearing Committee to Hear an Appeal of a CRO Decision</u> a. <u>Appeals of a CRO’s decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate’s or campaign member’s ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee will have a compressed timeline for submission of materials, as decided by the GSA ACB Hearing Committee Chair in consultation with the ED, and with advice from legal counsel. Candidates and campaign members are advised of the fact that there will be a compressed timeline when they submit their nomination form for a General Election or By-Election, or registration form for a referendum.</u>	
	b. <u>Upon receipt of an appeal of the CRO’s decision, the GSA ACB Chair, in consultation with the ED, will strike a GSA ACB Hearing Committee as follows:</u>	
	i. <u>The Chair of the GSA ACB Hearing Committee will be selected in rotation from an established list.</u>	
	ii. <u>The two (2) members of the GSA ACB Hearing Committee will be members of the GSA ACB, selected in rotation from an established list.</u>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p>lii. The ED will serve as a neutral advisor to the GSA ACB Hearing Committee on procedural matters.</p>	
	<p>4. Hearing on the Record a. The Chair of the GSA ACB Hearing Committee will ask that the CRO, with all due speed, submit the full Record of the CRO decision.</p>	
	<p>b. The GSA ACB Hearing Committee will meet to consider the matter based on the full Record and will also decide if another candidate(s) or campaign member(s) who is materially affected should be asked for a written submission.</p>	
	<p>5. Powers of a GSA ACB Hearing Committee a. The GSA ACB Hearing Committee may uphold or deny the appeal and may make any order or take any action, including re-running an election or referendum, to ensure that the guiding principle for GSA Elections and Referenda is adhered to: “the fundamental principle underlying GSA Elections [and Referenda] is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Section 1.1).</p>	
	<p>17. APPENDIX A</p>	
	<p>1. GSA ACB Hearing Committees, Procedures for <i>de novo</i> Hearings a. The GSA ACB Hearing Committee shall conduct hearings in a manner which, in its sole discretion, it considers proper. All determinants of process shall be made by the GSA ACB Hearing Committee Chair in consultation with the ED. As stated in Section 8.1, above: “If a procedural question arises during a GSA ACB Hearing, the GSA ACB Hearing Chair shall consult with the ED, who may seek legal advice.”</p>	
	<p>1. b The GSA ACB Hearing Committee will normally follow these procedures, which it may vary:</p>	
	<p>1.b.i The GSA ACB Hearing Committee Chair shall introduce the matter under consideration to the GSA ACB Hearing Committee and introduce the parties.</p>	
	<p>1.b.ii The Chair shall explain the rules of decorum and review the procedures to be followed.</p>	
	<p>1.b.iii The Chair shall confirm the jurisdiction of the GSA ACB Hearing Committee with the parties.</p>	
	<p>b. Opening Statements and Questions from the Committee 1.b.i The Chair shall then invite the Complainant to make an opening statement and present their case. Committee members may then ask the Complainant questions, which will be directed through the Chair. The Chair shall ensure that everyone has sufficient opportunity to ask questions.</p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p><u>1.b.ii The Chair shall then invite the Respondent to make an opening statement and present their case. GSA ACB Hearing Committee members may then ask the Respondent questions, which will be directed through the Chair. The Chair shall ensure that everyone has sufficient opportunity to ask questions.</u></p>	
	<p><u>c. Questions from Complainant to Respondent</u> <u>1.c.i The Chair shall invite the Complainant (and/or Advisor) to question the Respondent (and/or Advisor).</u></p>	
	<p><u>1.c.ii GSA ACB Hearing Committee members may then ask the Complainant questions.</u></p>	
	<p><u>d. Questions from Respondent to Complainant</u> <u>1.d.i The Chair shall invite the Respondent (and/or Advisor) to question the Complainant (and/or Advisor).</u></p>	
	<p><u>1.d.ii GSA ACB Hearing Committee members may then ask the Respondent questions.</u></p>	
	<p><u>e. Complainant’s Witnesses</u> <u>1.e.i The Complainant’s witnesses shall be called by the Chair individually and shall be present only when they are being questioned. The witnesses shall be questioned first by the Complainant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by GSA ACB Hearing Committee members. The Complainant and Respondent (and/or Advisor) may then re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u></p>	
	<p><u>1.e.ii When questioning is concluded, the witness shall leave the hearing room. The questioning procedures shall be repeated for each witness.</u></p>	
	<p><u>f. Respondent’s Witnesses</u> <u>1.f.i The Respondent’s witnesses shall be called by the Chair one at a time and shall be present only when they are being questioned. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Complainant (and/or Advisor); and finally by GSA ACB Hearing Committee members. The Respondent and Complainant (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u></p>	
	<p><u>1.f.ii When questioning is concluded, the witness will leave the hearing room. The questioning procedures shall be repeated for each witness.</u></p>	
	<p><u>g. Rebuttal</u> <u>1.g.i The Chair shall invite the Complainant and Respondent (and/or Advisor) to make any statement by way of rebuttal. These statements shall be subject to</u></p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<u>questioning by the Respondent and Complainant, (and/or Advisor) followed by GSA ACB Hearing Committee members.</u>	
	<u>1.g.ii The Chair shall ask if there are any final questions.</u>	
	<u>h. Closing Statements</u> 1.h.i The Chair shall then invite the Complainant and Respondent (and/or Advisors) to make a brief closing statement which is not subject to questioning.	
	1.h.ii The Chair shall adjourn the hearing for the GSA ACB Hearing Committee's deliberation; the Complainant and Respondent (and/or Advisors) shall leave the hearing room.	
	1.h.iii The GSA ACB Hearing Committee shall reach a decision by majority vote; no member may abstain.	
	<u>18. APPENDIX B</u>	
	<u>1. GSA ACB Hearing Summary Template Elements</u>	
	<u>a. GSA ACB Committee Members in Attendance</u>	
	<u>b. Hearing Date</u>	
	<u>c. Start Time</u>	
	<u>d. Adjournment</u>	
	<u>e. Appellant</u>	
	<u>f. Advisor</u>	
	<u>g. Respondent</u>	
	<u>h. Advisor</u>	
	<u>i. Witnesses</u>	
	<u>j. Decision Being Appealed</u>	
	<u>k. Nature of the Alleged Miscarriage of Justice</u>	
	<u>l. Facts Agreed Upon by Both Parties</u>	
	<u>m. Facts in Dispute</u>	
	<u>n. Summary of All Issues Raised by Both Parties and as Identified by the GSA ACB</u>	
	<u>o. Committee Decision</u>	
	<u>p. Remedy (If Applicable)</u>	
	<u>q. Summary of Reasons for the GSA ACB Committee's Decision</u>	
	<u>r. Date and GSA ACB Chair</u>	

GSA Policy, Officer Portfolios, Chief Returning Officer

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
8.1 Duties	<u>Chief Returning Officer</u>	<i>It is proposed that the entire Judicial Committee policy be deleted, given the proposal for a new Appeals and Complaints Board Committee which would replace the Judicial Committee.</i>
8.1.a The CRO is responsible for administration of GSA Elections, By-Elections, and Referenda pursuant to the GSA Elections and Referenda Bylaws and Policies.	8.1.a The Chief Returning Officer, <u>with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Election, By-Election and Referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1).</u>	<i>ERC is proposing that the role of the CRO be clarified; currently Bylaw and Policy say two different things - that the CRO runs Elections and that the GSA administers Elections.</i>
8.1.b The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaws and Policies as provided for in the GSA Elections and Referenda Bylaws and Policies.	<i>No change</i>	
8.1.c The CRO chairs the Elections and Referenda Committee.	8.1.c The CRO <u>serves as a non-voting member on the GSA ERC.</u>	<i>At the September 18, 2014 ERC meeting, members AGREED to propose that the CRO and DRO be made non-voting members of ERC. This change will help separate the legislative branches and judicial branches. The CRO should not have the power to make the bylaw and policy changes (through a voting role in ERC) that they will in turn be responsible for implementing during an Election or referendum.</i>
8.2 Restrictions	<i>No change</i>	
8.2.a The CRO may not hold any other elected position in the GSA.	<i>No change</i>	
8.2.b The CRO is prohibited from participating in Election or Referenda campaigning.	8.2.b The CRO is prohibited from participating in election or referenda campaigning. <u>“The CRO, Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee (GSA NoC), members of the GSA Appeals and Complaints Board (GSA ACB), and members of the GSA Elections and Referenda Committee (GSA ERC) shall not campaign for or endorse any candidate</u>	<i>ERC noted that this restriction is being proposed as an addition to GSA Bylaw, so it would have to also be referenced here in policy if it is approved.</i>

Current Bylaw / Policy <i>(deletions noted by a strikethrough)</i> -	Proposed Changes <i>(additions underlined)</i>	Rationale/Background
	<u>whatsoever.” (GSA Bylaw, Elections, Section 6.3)</u>	
	8.2.c <u>The CRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA Election, By-Election, and/or Referendum.</u>	<i>At the September 18, 2014 ERC meeting, members agreed to propose that the CRO must be physically present to carry out their position (ie it is not just enough to have email access).</i>
8.3 Qualifications	<i>No change</i>	
8.3.a The CRO should ideally have previous experience with administration of student Elections.	<i>No change</i>	
	<p><u>8.3.b Other ideal competencies and qualities for both the CRO and Deputy Returning Officers (DRO) positions include:</u></p> <ul style="list-style-type: none"> i. <u>Experience acting in a neutral or impartial position</u> ii. <u>Thorough understanding of GSA Bylaw and Policy, especially with items pertaining to elections.</u> iii. <u>Thorough knowledge of the organization and its role in the graduate student community.</u> iv. <u>Demonstrated ability to bring disputing parties together to reach decisions based on mutual interests</u> v. <u>Patience, tact, and discretion</u> vi. <u>Previous experience effectively dealing with contentious issues (elections or otherwise)</u> vii. <u>Experience working in a highly politicized environment requiring quick and fair decisions</u> viii. <u>A schedule that allows for the bulk of election work to take place in a compressed time-frame (a few weeks)</u> ix. <u>Experience with mediation and/or conflict resolution</u> x. <u>Collaborative approach with others (eg members of a committee) in reaching fair minded decisions</u> xi. <u>Capable of handling a wide range of tasks effectively and impartially</u> xii. <u>Sound judgment and good decision-making skills</u> xiii. <u>Good team player and good communicator</u> xiv. <u>Can manage stressful situations</u> xv. <u>Experience with not-for-profit organizations</u> 	<i>ERC members are proposing that the role, responsibilities, and ideal competencies and qualities for the CRO and DRO positions are better defined in policy in order to ensure nominees who would be the best fit for the CRO and DRO positions can run for these positions through a Council-Election.</i>
	<u>8.4 CRO Role and Responsibilities</u>	

Current Bylaw / Policy <i>(deletions noted by a strikethrough)</i> -	Proposed Changes <i>(additions underlined)</i>	Rationale/Background
	<p>a. <u>The CRO, with advice from the GSA ERC, oversees GSA Election, By-Election and Referenda processes within the guiding principles of GSA Elections and Referenda “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1).</u></p>	
	<p><u>8.4.b Preparing for Elections</u></p>	
	<p>i. <u>Participating in all GSA ERC meetings and serving as a non-voting member or the GSA ERC.</u></p>	
	<p>ii. <u>Working with the GSA ERC to approve timelines for Elections, By-Elections and Referenda in accordance with GSA Elections and Referenda Bylaw and Policy and communicating these timelines to graduate students.</u></p>	
	<p>iii. <u>Working with the GSA ERC to advertise the nomination period for any GSA Election or By-Election, the registration period for any GSA Referendum, and voting periods for all elections and referenda.</u></p>	
	<p>iv. <u>Preparing nomination forms for a General Election or By-Election and registration forms for a Referendum with the GSA ERC in accordance with GSA Elections and Referenda Bylaw and Policy.</u></p>	
	<p>v. <u>Ensuring nomination forms are valid.</u></p>	
	<p>vi. <u>Approve in consultation with the GSA ERC, GSA Executive Director, and GSA Financial Manager, the electronic software or applications used to run GSA Elections, By-Elections, or Referenda.</u></p>	
	<p><u>8.4.c.All-Candidates Meeting</u></p>	
	<p>i. <u>Holding at least two (2) All-Candidates Meeting during a GSA Election, By-Election, or Referendum to communicate bylaws and policies to all candidates and/or referendum campaign members in order to answer questions about campaigning rules and regulations in a GSA Election, By-Election, or Referendum.</u></p>	
	<p><u>8.4.d Planning and Hosting a GSA Election Forum</u></p>	
	<p>i. <u>In consultation with the GSA ERC, planning a GSA Election Forum for graduate students to ask candidates questions.</u></p>	
	<p><u>8.4.e Manaqing and Deciding on Complaints</u></p>	
	<p>i. <u>Reviewing and approving the use of all campaign materials to “ensure they do not conflict with GSA Elections Bylaw and Policy and do not contain any factually incorrect information (eg regarding the election procedures or timeline)” (GSA Policy, Elections, 6.3.a).</u></p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p><u>ii. Receiving complaints regarding alleged breaches of bylaw or policy with the GSA ERC, while also actively monitoring any campaign activities during GSA Elections, By-Elections, and Referenda campaign periods.</u></p>	
	<p><u>iii. Managing and ruling on complaints and alleged violations of GSA Bylaw and Policy with the GSA ERC. The CRO has discretion over upholding the Bylaws and Policies pertaining to GSA Elections, By-Elections, and Referenda, but consults with the DRO and as many members of the GSA ERC as possible on decisions regarding penalties, remedial action, and/or referrals.</u></p>	
	<p><u>iv. Ensuring candidates or referendum campaigns respect the election spending limits and present their election expenses reports and receipts by the set deadlines.</u></p>	
	<p><u>v. Observing fair process when dealing with complaints. The CRO observes procedural fairness and keeps a full and proper record of all decisions and documentation received or sent. This written record is what would be submitted for any appeal to the GSA Appeals and Complaints Board (GSA ACB). The CRO consults with the ED or delegate on fair process (“The written record is defined as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cellphone messages, cellphone text messages, and emails. The written record also includes any written complaints received” (GSA Policy, Elections, Section 8.3 and GSA Policy, Referenda, Section 8.3)).</u></p>	
	<p><u>8.4.f Election Results</u></p>	
	<p><u>i. Reviewing and approving the format of the electronic ballots for GSA Elections, By-Elections, and Referenda with the GSA ERC.</u></p>	
	<p><u>ii. Communicating the results of all GSA Elections, By-Elections, and Referenda to graduate students.</u></p>	
	<p><u>8.4.g Reporting</u></p>	
	<p><u>i. The CRO is responsible for reporting to GSA Council on all work related to GSA ERC meetings and GSA Elections, By-Elections, and/or Referenda.</u></p>	
	<p><u>ii. Submitting a written report to GSA Council following any GSA Election, By-Election, or Referendum.</u></p>	
	<p><u>8.5 CRO and DRO Training</u></p>	
	<p><u>a. The CRO will receive a broad range of training, including but not limited to:</u></p>	
	<p><u>8.5.a.i Writing and communicating public decisions for alleged campaign violations.</u></p>	
	<p><u>8.5.a.ii Conflict resolution and mediation training as the CRO is encouraged to bring two (2) parties together to resolve disputes.</u></p>	
	<p><u>8.5.a. iii Meetings with former GSA or SU CROs.</u></p>	

Current Bylaw / Policy <i>(deletions noted by a strikethrough)</i> -	Proposed Changes <i>(additions underlined)</i>	Rationale/Background
	<p><u>8.6 Honorarium:</u> <u>8.6.a The CRO is awarded a modest honorarium for overseeing all GSA General Elections, By-Elections, and/or Referenda.</u></p>	
	<p><u>8.7 Deputy Returning Officer Roles and Responsibilities</u> <u>8.7.a The DRO reports directly to the CRO</u></p> <p><u>8.7.b The duties of the “DRO are to assist the [...] CRO as needed” (GSA Bylaw, Part IV, Council-Elected Officers, Section 3.3.5). The DRO may be called on to assist with any of the CRO’s roles and responsibilities.</u></p> <p><u>8.7.c The DRO serves as a non-voting member of the GSA ERC.</u></p> <p><u>8.7.d In the event that the CRO is absent, out of town, or unable to complete their duties for any reason, including conflict of interest, the DRO shall fulfill all of the roles and responsibilities of the CRO in overseeing GSA Elections, By-Elections, or Referenda processes.</u></p> <p><u>8.7.e The DRO is a non-voting member of GSA Council and is required to attend these meetings.</u></p>	<p><i>ERC members noted that it is currently not made explicit in Bylaw and Policy that the DRO takes over the roles and responsibilities of the CRO in the event the CRO is absent or unable to perform their duties.</i></p>
	<p><u>8.8 DRO Restrictions</u></p> <p><u>8.8.a The DRO may not hold any other elected position in the GSA and is prohibited from participating in GSA Elections or Referenda campaigning. “The CRO, Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee (GSA NoC), members of the Appeals and Complaints Board (GSA ACB), and members of the GSA Elections and Referenda Committee (GSA ERC) shall not campaign for or endorse any candidate whatsoever.” (GSA Bylaw, Elections, Section 6.3)</u></p>	
	<p><u>8.8.b “Council-Elected Officers shall be GSA members. As set out in GSA Bylaw, Members, Section 1, “Council (Part III) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate. Council (Part III) may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour” (GSA Bylaw, Part I, Members, Sections 1.2 and 1.3).</u></p>	
	<p><u>8.8.c The DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA Election, By-Election, and/or Referendum.</u></p>	

GSA Policy, Standing Committees

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
Purpose: To outline policies related to GSA Standing Committees.	<i>No change</i>	
Scope: This policy expands on the general operation of GSA Standing Committees and sets out each committee's composition and mandate.	<i>No change</i>	
1. General 1. Unless otherwise specified, quorum of Standing Committees will be four (4) members of that Committee.	<i>No change</i>	
	2. Whenever there is a <u>GSA Council member on a Standing Committee, this member can be a Councillor or Alternate.</u>	<i>Members have discussed that GSA Alternates often attend GSA Council meetings and should be eligible to serve as the Council members on GSA Standing Committee when required.</i>
...	<i>No other changes in the remainder of this section apart from renumbering.</i>	

GSA Policy, Standing Committees, Elections and Referenda Committee

<u>Current Bylaw / Policy (deletions noted by a strikethrough) -</u>	<u>Proposed Changes (additions underlined)</u>	<u>Rationale/Background</u>
9.1 Composition	<i>No change</i>	
	<u>9.1.a The Chief Returning Officer (CRO) and Deputy Returning Officer (DRO) are non-voting members of the GSA Elections and Referenda Committee (GSA ERC).</u>	<i>ERC is proposing that the CRO and DRO be made non-voting members of the Elections and Referenda Committee and to have another member of the Elections and Referenda Committee serve as Chair. This proposed change would separate the legislative from the judicial branches - the CRO would not be able to vote on and create the rules and regulations that they would have to apply during an Election or referendum.</i>
9.1.a The voting membership of the GSA Elections and Referenda Committee (GSA ERC) is:	9.1.a <u>b</u> The voting membership of the GSA ERC is:	
9.1.a.i The Chief Returning Officer (CRO), as Chair.	9.1.b.i <u>The Chair of the GSA ERC. The GSA ERC will elect a Chair from amongst the voting members of the GSA ERC. The Election of the Chair of the GSA ERC will normally occur at the beginning of the fall term and the Chair of the GSA ERC shall</u>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
9.1.a. ii. The Deputy Returning Officer (DRO), as Vice-Chair.	be reported to GSA Council. 9.1.b.ii. <u>The Vice-Chair of the GSA ERC. The GSA ERC will elect a Vice-Chair from amongst the voting members of the GSA ERC. The Election of the Vice-Chair of the GSA ERC will normally occur at the beginning of the fall term and the Vice-Chair of the GSA ERC will be reported to GSA Council.</u>	<i>ERC members are proposing to have ERC elect the Chair and Vice-Chair of the GSA ERC and report to GSA Council.</i>
9.1.a. iii. At least one (1) Councillor, elected by Council.	9.1.a. iii. <u>A total of seven (7) graduate student members, including at least one (1) Councillor, elected by Council.</u>	<i>Changed from 5 members to 7 members. It is seen as wise and prudent to increase the membership because of the increased duties of ERC.</i>
9.1.a. iv. Up to four (4) graduate students, elected by Council.	<i>No change</i>	
9.1.b The Executive Director or delegate is in regular attendance at GSA ERC meetings.	<i>No change</i>	
9.1.b.i The DRO shall assume the duties of the Chair in the absence of the CRO .	9.1.b.i <u>The Vice-Chair of the GSA ERC</u> shall assume the duties of the Chair in the absence of the <u>Chair of the GSA ERC.</u>	<i>See above discussion of having a Chair and Vice-Chair elected from amongst the members of ERC.</i>
9.1.c In the absence of both the CRO and DRO , the GSA Nominating Committee (GSA NoC) will select an Interim Chair and Vice-Chair for the GSA ERC.	9.1.c In the absence of both the <u>Chair and Vice-Chair of the GSA ERC</u> , the GSA Nominating Committee (GSA NoC) will select an Interim Chair and Vice-Chair for the GSA ERC from amongst the members of the GSA ERC.	
9.1.d The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.	<i>No change</i>	
9.2 Eligibility	<i>No change</i>	
9.2.a All members of the GSA are eligible to serve on ERC unless they intend to run in the General Election. If standing for election to the GSA ERC, GSA ERC candidates agree not to campaign for or endorse any individual running in the GSA General Election.	9.2.a All members of the GSA are eligible to serve on the GSA ERC unless they intend to run in the GSA General Election <u>or By-Election, or they have run in the previous General Election or By-Election.</u> If standing for election to the GSA ERC, ERC candidates agree not to campaign for or endorse any individual running in the GSA General Election. <u>GSA ERC members must also be neutral (eg having no immediate or vested interest in the outcome of GSA Elections and Referenda).</u>	<i>ERC members are proposing to make explicit that ERC members must be neutral.</i>
9.2.b If an GSA ERC member intends to run in a GSA General Election or campaign for or endorse any individual running in the GSA General Election they shall resign from GSA ERC.	<i>No change</i>	
9.3 Mandate	<i>No change</i>	
9.3.a The GSA ERC shall advise the CRO on all matters pertaining to GSA Elections, Referenda, and By-Elections.	9.3.a The GSA ERC shall advise the CRO on all matters pertaining to GSA Elections, Referenda, and By-Elections, <u>including but not limited to:</u> 9.3.a.i <u>The approval of timelines for GSA Elections, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaw and Policy;</u> 9.3.a.ii <u>Advertising the nomination period for any GSA Elections or By-Elections,</u>	<i>ERC has had extensive discussion on having the CRO consult with ERC members on as many matters as possible, and are proposing to make more explicit when the CRO should consult with ERC members.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p>the registration period for any GSA Referendum, and voting periods for all GSA Elections and Referenda;</p> <p><u>9.3.a.iii Working with the CRO to prepare nomination and registration forms in accordance with GSA Election and Referenda Bylaw and Policy;</u></p> <p><u>9.3.a.iv Approve in consultation with the CRO, Executive Director, and Financial Manager, the electronic software or applications used to run GSA Elections, By-Elections, and Referendum;</u></p> <p><u>9.3.a.v Plan any GSA Election forums for graduate students in consultation with the CRO; and</u></p> <p><u>9.3.a.vi Acting as a sounding board for the CRO and/or decisions regarding penalties, remedial action, and/or referrals for alleged campaign violations during any GSA Election or Referendum.</u></p>	
<p>9.3.b At least one (1) month prior to the opening of nominations for the GSA General Election, the GSA ERC shall meet to assist the CRO in the planning of election events.</p>	<p><i>No change</i></p>	
<p>9.3.c The GSA ERC will review GSA Elections and Referenda Bylaw and Policy annually and make any recommendations to Council through the GSA Board.</p>	<p><i>No change</i></p>	
<p>9.3.d ERC members are free to approach the Board with any concerns about how elections are being managed.</p>	<p><i>Add “<u>GSA ERC members</u>” and “<u>GSA Board</u>” and or “<u>referenda are being managed.</u>”</i></p>	
	<p><u>9.3.e The GSA ERC strongly recommends to graduate students who are considering running for office that they participate in the GSA NoC’s Early Call for Talent and Training. It is the firm belief of the GSA ERC that advanced training is needed in order for DEOs to carry out their duties effectively.</u></p>	
	<p><u>9.3.f The GSA ERC will oversee the on-line posting of the video interview of candidates running in the General Election and will design questions to be asked of candidates.</u></p>	
<p>9.4 Quorum</p>	<p><i>No Change</i></p>	
<p>9.4.a Quorum for the GSA ERC is:</p>	<p><i>No Change</i></p>	
<p>9.4.a.i The Chair.</p>	<p><u>9.4.a.i The Chair or Vice-Chair and the CRO or DRO</u></p>	
<p>9.4.a.ii Two (2) other members of the Committee.</p>	<p><u>9.4.a.ii Three (3) voting members of the Committee. This could include the Vice-Chair of the GSA ERC. If the Chair of the GSA ERC is present, and the Vice-Chair is</u></p>	<p><i>ERC members noted that if the DRO and CRO become non-voting members, they would not contribute to quorum, so it would need to be made explicit</i></p>

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
	present, the Vice-Chair counts as one of these three voting members.	that quorum includes the Chair and two other voting members of ERC.

GSA Policy, Standing Committees, Nominating Committee

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
<u>GSA Policy, Standing Committees</u>		
1. Composition	<i>No change</i>	
a. The President, or designate, shall chair the GSA Nominating Committee (GSA NoC).	<i>No change</i>	
b. Council may appoint up to three (3) members of Council to the GSA NoC, normally the three (3) members appointed by Council to the GSA Board. i. The President shall appoint a Vice-Chair from amongst the three (3) members appointed by GSA Council. This position shall normally rotate amongst the three (3) members on a regular basis.	i. The President shall appoint an <u>Administrative</u> Chair from amongst the three (3) members appointed by GSA Council or may appoint an additional graduate student as Administrative Chair.	<i>The Chair and Vice-Chair of the NoC have been discussing that since the Vice-Chair of the NoC has such a time-intensive role it would be ideal to clarify that they are the administrative chair overseeing the day-to-day work of the GSA Nominating Committee, which requires daily contact with the GSA Office.</i>
c. The Executive Director or designate shall be a member of the GSA NoC.	<i>No change</i>	
	<u>10.2 Eligibility</u>	
	<u>10.2.a All members of the GSA Council are eligible to serve on the GSA NoC unless they intend to run in the General Election or By-Election. If standing for election to the GSA NoC, GSA NoC candidates agree not to campaign for or endorse any individual running in the GSA General Election or By-Election.</u>	<i>ERC has discussed that Nominating Committee members must remain neutral during the General Election in case they have to appoint a Chair or Vice-Chair of ERC if there is an absence, or if there is an unexpected vacancy in the CRO or DRO positions, since the NoC would be involved in filling any unexpected vacancies.</i>
	<u>9.2.b If an GSA NoC member intends to run in a GSA General Election or campaign for or endorse any individual running in the GSA General Election or By-Election they must resign from the GSA NoC.</u>	
3. Mandate	<i>No change</i>	
a. The GSA (NoC) is responsible for the election and replenishment of graduate student representatives to Councils, committees, and bodies requiring such representation other than <i>ex officio</i> representation	<i>No change</i>	

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
by the President, Vice-Presidents, or Directly-Elected Officers.		
b.	<u>3.b The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During this “Early Call” any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President’s and Vice-Presidents’ portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties.</u>	<i>The GSA has had successful Early Calls for Talent since 2011 and this proposed change is recommended by both the GSA GC and ERC.</i>
c. The business of the GSA NoC shall be conducted according to the GSA Nominating Policy.	<i>No change</i>	
4. Meetings	<i>No change</i>	
3.a Notwithstanding GSA Policy, Standing Committees, Section 1.1, “Unless otherwise specified, quorum of Standing Committees will be four (4) members of that committee”, quorum for an in-person meeting of the GSA NoC is the Chair (or Vice-Chair) and two (2) additional members.	Replace “Vice-Chair” with “Administrative Chair”	
3.a.i In the absence of two (2) members (eg by means of illness, field trips, etc), quorum shall be the Chair (or Vice-Chair) and one other member.	<i>No change</i>	
3.b Notwithstanding 3.a., any two (2) members of the NoC may agree on a candidate to fill a vacant position for which the GSA’s rules and regulations are otherwise silent.	<i>No change</i>	
3.c Notwithstanding any requirement to the contrary, the GSA NoC has no requirement to meet on a regular basis. Instead, most business shall normally be conducted by phone or e-mail.	<i>No change</i>	

GSA Policy, Standing Committees, Judicial Committee

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
11.1 Composition		<i>It is proposed that the entire Judicial Committee policy be deleted, given</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
		<i>the proposal for a new Appeals and Complaints Board Committee which would replace the Judicial Committee.</i>
11.1.a The Judicial Committee shall be comprised of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.		
11.1.b The Executive Director and GSA Accountant shall have a standing invitation to attend any committee discussing financial matters.		
11.2 Quorum		
11.2.a Quorum for an official Judicial Committee hearing shall be four (4) members, not counting the member selected by the Committee to serve as the Chair.		
11.2.b Quorum for a meeting of the Judicial Committee shall be four (4) members.		
11.3 Mandate		
11.3.a The disciplinary authority of the GSA is delegated by Council to the Judicial Committee except that the Judicial Committee has no jurisdiction over Elections and Referenda discipline and appeals as denoted in GSA Policy, Elections, Section 9, Elections Appeals, and GSA Policy, Referenda, Section 10, Referenda Appeals.		
11.3.b The Judicial Committee shall organize hearings to hear formal complaints against Directly Elected Officers or Councillors. The Chair shall consult with the Executive Director or delegate on process.		
11.3.b.i Hearings of the Judicial Committee shall abide by the GSA Discipline Policy.		
11.3.c The Judicial Committee can also hold meetings to attend to Committee business.		
11.3.d Meetings of the Judicial Committee are not public; minutes are only for the benefit of Judicial Committee members.		
11.3.e The Judicial Committee shall report its activities to the next Council.		
11.3.f Council has ultimate authority over decisions made by the Judicial Committee.		

Referenda (Policy)

Current Bylaw / Policy (deletions noted by a strikethrough) -	Proposed Changes (additions underlined)	Rationale/Background
GSA Policy, Referenda	<i>No change</i>	
Purpose: To outline policies and procedures related to GSA referenda.	<i>No change</i>	
Scope: This policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein.	<i>No change</i>	
1. General 1. "The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part XI, Referenda, Section 1.1).	<i>No change</i>	
2. Initiating a Referendum 1. If a person acting on behalf of an external organization or a graduate student wants to initiate a referendum, they shall contact the Chief Returning Officer (CRO).	<i>No change</i>	
2. The CRO shall extend an invitation to present to the GSA Board. The 'asker' must state how their organization or proposed referendum question relates to the GSA and or/graduate students. The 'asker' shall provide the GSA Board with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc. The CRO and 'asker' shall work together to draft a referendum question, which will be subject to change after input from the GSA Board and GSA Council.	<i>No change</i>	
a. A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and	<i>No change</i>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>accountability for the money collected. The criteria provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question.</p>		
<p>3. Following the presentation to the GSA Board by the ‘asker’, the GSA Board shall either decide to extend the ‘asker’ an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires, followed by questions from GSA Council), or, if the GSA Board does not extend an invitation to GSA Council, the ‘asker’ can find a Councillor to place the matter on the GSA Council Agenda as denoted in GSA Bylaws, Part XI, Referenda, Section 2.1.</p>	<p>Following the presentation to the GSA Board by the ‘asker’, the GSA Board shall either decide to extend the ‘asker’ an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires, followed by questions from GSA Council), or, if the GSA Board does not extend an invitation to GSA Council, the ‘asker’ can find a Councillor to place the matter on the GSA Council Agenda as denoted in <u>the Standing Orders of Council.</u></p>	<p><i>Incorrect reference to GSA Bylaw was removed.</i></p>
<p>4. If the GSA Board has invited the ‘asker’ to present at GSA Council, at that point the CRO and the ‘asker’ shall work together to finalize the wording of the question (subject to change if GSA Council has problems with the wording) and the ‘asker’ then presents to GSA Council. GSA Council then votes to approve or not approve the holding of a referendum and the wording of the question. The question must be a “clearly worded ‘Yes’ or ‘No’ question” as denoted in GSA Bylaw, Part XI, Referenda, Section 2.1.</p>	<p><i>No change</i></p>	
<p>5. GSA Council chooses to approve or to not approve the holding of a referendum and the wording of the question.</p>	<p><i>No change</i></p>	
<p>6. If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Bylaws, Part XI, and GSA Policy, Referenda.</p>	<p><i>No change</i></p>	
<p>3 Timeline</p>	<p><i>No change</i></p>	
<p>1. Except as specified below, the timeline for a referendum is at the discretion of the CRO. As denoted in GSA Bylaw, Part XI, Referenda, a referendum will normally be held in conjunction with</p>	<p>1. Except as specified below, the timeline for a referendum is at the discretion of the CRO, <u>in consultation with the GSA Elections and Referenda Committee (GSA ERC).</u> As denoted in GSA Bylaw, Part XI,</p>	<p><i>Ensuring the CRO consults with ERC on as many aspects as possible.</i></p>

Current Bylaw / Policy <i>(deletions noted by a strikethrough)</i> -	Proposed Changes <i>(additions underlined)</i>	Rationale/Background
the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in GSA Bylaw, Part XI, Referenda, Section 2.1.	Referenda, a referendum will normally be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in GSA Bylaw, Part XI, Referenda, Section 2.1.	
2. "A referendum shall consist of a registration period, a campaigning period, and a voting period" (GSA Bylaw, Part XI, Referenda, Section 2.2).	<i>No change</i>	
3. The registration period shall last at least fourteen (14) calendar days and only a 'Yes' or a 'No' campaign can be registered. In the event that no registrations are received from either campaign, the referendum shall proceed regardless.	<i>No change</i>	
4. Within twenty-four (24) hours after the close of the registration period, the CRO shall hold a meeting with all representatives of the 'Yes' and or 'No' Campaigns as described in Section 5, below.	<i>No change</i>	
5. The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the meeting of representative(s) of the 'Yes' and or 'No' Campaigns.	5. The campaign period shall last at least seven (7) calendar days and shall begin no later <u>no earlier</u> than the day following the meeting of representative(s) of the 'Yes' and or 'No' Campaigns.	<i>Currently policy says two conflicting things campaigning shall start no earlier than but in another section no later than. Proposed change to clarify also made in the GSA Elections Policy.</i>
6. Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours.	6. Voting shall begin on the working day (<u>"working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k)</u>) following the last day of the campaign period and shall last at least forty-eight (48) hours. <u>In the case where an appeal of a CRO decision extends into the voting period, the CRO, in consultation with the GSA ERC, can suspend or delay the voting period until the appeal has been heard.</u>	
<p>4. Registration Period</p> <p>1. The CRO shall provide requirements for registering a campaign for either side of a referendum question (a 'Yes' campaign or a 'No' campaign). Only currently registered graduate students can register a 'Yes' Campaign or a 'No' Campaign. In order to register a campaign, the signatures of ten (10) registered</p>	<p>4. Registration Period</p> <p>The CRO shall provide requirements for registering a campaign for either side of a referendum question (a 'Yes' campaign or a 'No' campaign). Only currently registered graduate students can register a 'Yes' Campaign or a 'No' Campaign. In order to register a campaign, the signatures of ten (10) registered graduate</p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
graduate students must be provided to the CRO before the end of the registration period, as well as all of the names and contact information of the graduate students running the campaign.	students must be provided to the CRO before the end of the registration period, as well as all of the names and contact information of the graduate students running the campaign (<u>'campaign representatives'</u>).	<i>Clarifies who the 'campaign representatives' are for the references to 'campaign representative' vs. campaign member in the remainder of the Policy.</i>
	4.2 The following shall be attached to the Registration Form for a 'Yes' or 'No' Campaign for a Referendum:	<i>Moved from the Appeals section.</i>
	4.2.a Preamble 4.2.a.i The GSA Council has approved Principles and Rules of Conduct governing GSA Referenda. The GSA has Referenda Bylaws and Policies posted in full on the GSA website. GSA Policy details the "Principles and Rules of Conduct for Referenda" (as per GSA Policy, Referenda, Section 7).	
	4.2.a.ii With respect to GSA Referenda Bylaws and Policies and acknowledgement by campaign members: The GSA Council has approved Bylaw and Policy related to Referenda. By signing the registration form, all campaign representatives acknowledge that they have read and agree to abide by GSA Referenda Bylaws and Policies, which are posted in full on the GSA website.	
	4.2.a.iii On the registration forms, campaign representatives will be advised that "given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days" (GSA Policy, Referenda, Section 8.1). "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).	
	4.2.a.iv On the registration forms, campaign representatives will be advised that "appeals of a CRO's decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate's or campaign member's ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee will have a compressed timeline for submission of materials, as decided by the Hearing Chair in	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p><u>consultation with the ED, and with advice from legal counsel. Candidates and campaign members are advised of the fact that there will be a compressed timeline when they submit their nomination form for a General Election or By-Election, or registration form for a referendum” (see GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.3.a).</u></p>	
	<p><u>4.2.a.v By signing the registration form, campaign representatives ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, and that the GSA ACB decides on any appeals of CRO decisions. Any concerns with bias on the part of the CRO or GSA ACB members shall be explained and filed with registration forms (see GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.2.a).</u></p>	
	<p><u>4.2 f. The current CRO, Deputy Returning Officer (DRO), and GSA ERC members will be updated each year on the registration forms.</u></p>	
	<p><u>4.2.g The current GSA ACB members will be updated each year on the registration forms.</u></p>	
	<p><u>4.2.h Any changes to these names will be emailed to campaign members who will have twenty-four (24) hours to file any objections with the GSA ACB Chair.</u></p>	
<p>5. Meeting of Representatives of the ‘Yes’ and/or ‘No’ Campaigns</p> <p>1. The CRO is responsible for organizing a meeting with at least one representative running a ‘Yes’ and/or ‘No’ campaigns for a Referendum, to provide all students with an overview of GSA Referenda Bylaws and Policies.</p>	<p>5.1 The CRO is responsible for organizing a meeting with at least one <u>(1) campaign</u> representative running a ‘Yes’ and/or ‘No’ campaigns for a Referendum, to provide all students with an overview of GSA Referenda Bylaws and Policies. <u>The CRO may choose to hold additional Meetings of Representatives of the ‘Yes’ and/or ‘No’ campaigns during the campaign period.</u></p>	<p><i>ERC to decide, have been discussing having multiple meetings to discuss bylaws and policies.</i></p> <p><i>Addition of 'campaign' for consistency with rest of policy.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>2. Failure to attend by at least one representative from the ‘Yes’ and/or ‘No’ campaigns without adequate prior notification to the CRO is grounds for disqualification of their campaign. ‘Adequate prior notification’ is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If all graduate students organizing a ‘Yes’ or ‘No’ campaign miss this meeting described in Section 5.1, above, due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.</p>	<p>2. Failure to attend by at least one <u>(1) campaign</u> representative from the ‘Yes’ and/or ‘No’ campaigns without adequate prior notification to the CRO is grounds for disqualification of their campaign. ‘Adequate prior notification’ is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If all graduate students organizing a ‘Yes’ or ‘No’ campaign miss this meeting described in Section 5.1, above, due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, <u>following consultation with the GSA ERC</u>. There is no appeal of this decision.</p>	<p><i>Addition of 'campaign' for consistency with rest of policy.</i></p>
<p>3. At the meeting described in Section 5.1, the CRO will provide all graduate students organizing a ‘Yes’ and/or ‘No’ campaign with the Principles and Rules of Conduct for Referenda Campaigning and the Referendum Appeals Policy (as per GSA Policy, Referenda, Section 7, Principles and Rules of Conduct for Referenda Campaigning).</p>	<p><i>No change</i></p>	
<p>6. Campaigning</p>	<p><i>No change</i></p>	
<p>1. Only a ‘Yes’ and/or ‘No’ campaign can be registered.</p>	<p><i>No change</i></p>	
<p>2. In the event that no registrations are received for either campaign the referendum shall proceed regardless.</p>	<p><i>No change</i></p>	
<p>3. Slates are non-existent for the purpose of referenda.</p>	<p><i>No change</i></p>	
<p>4. Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed.</p>	<p>Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed. <u>In order to encourage campaign members to think, in advance, about campaign expenditures, a written plan for campaign expenditures shall be submitted to the CRO before the Meeting of the ‘Yes’ and/or ‘No’ campaigns. The object is to have campaign members give some thought in advance to expenditures.</u></p>	
<p>5. Campaign members shall report to the CRO all campaign-related expenses, and submit receipts, æ</p>	<p>6.5 Campaign representatives shall report to the CRO all campaign-related expenses and submit receipts <u>on an</u></p>	<p><i>Parallels proposed changes in the GSA Elections policy.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
later than the close of the campaign period.	<u>on-going basis in accord with their submitted plan (either electronically or in hard copy) and submit any remaining receipts to the CRO no later than 2:00 PM on the working day prior to the day voting commences. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</u>	
6. Exceeding the spending limit in Section 6.4, above, constitutes grounds for disqualification of the campaign.	<i>No change</i>	
7. Campaigning is defined as any form of promotion of a 'Yes' or 'No' campaign. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic materials (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.	<i>No change</i>	
8. The CRO will review campaign materials to ensure they do not conflict with Referenda Bylaws and Policies and do not contain any factually incorrect information (eg regarding the referendum procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).	<i>No change</i>	
9. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of campaign member(s).	<i>No change</i>	
10. Campaign members shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.	<i>No change</i>	
11. The CRO shall provide an electronic description or briefing of the background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum	<i>No change</i>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
voting. Normally this description shall be posted on the GSA website.		
12. After the campaign period has closed, campaign members may distribute communications encouraging students to vote on a Referendum question. Campaign members shall not campaign after the campaign period has closed. As denoted in Section 6.7, "campaigning is defined as any form of promotion of a 'Yes' or 'No' campaign." All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign period.		<i>This needs to be removed as ERC members agreed to propose that the restriction on campaigning during voting be removed.</i>
7. Principles and Rules of Conduct for Referenda Campaigning	<i>No change</i>	
1. Preamble:	<i>No change</i>	
a. Campaign members will conduct themselves in a manner that upholds the fundamental principles of underlying GSA referenda – "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part XI, Referenda).	<i>No change</i>	
	<u>7.1.b All campaign members will be expected to contribute to a culture of ethics and responsibility, and ensure all of their campaign activities reflect personal integrity, respect for other campaign members, the CRO and DRO, GSA ERC, and the GSA, and ethics. Before carrying out any campaign activities, campaign members should ask themselves if their actions are right, fair, and will maintain the good reputation of the GSA.</u>	<i>August 28, 2014 ERC discussed having a preamble about creating a culture of ethics to policy.</i>
b. Campaign members will abide by GSA Bylaws and Policies concerning referenda.	<i>No change</i>	
c. As per GSA Policy Manual (Officer Portfolios, Chief Returning Officer), "the CRO is responsible for administration of GSA [...] referenda pursuant to the GSA [...] Referenda Bylaws and Policies." Furthermore, "the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA	6.1.d As per GSA Policy (Officer Portfolios, Chief Returning Officer), <u>the CRO oversees election, by-election, and referenda processes within the guiding principles of GSA elections and referenda "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation</u>	<i>Proposed change reflects changes made to the Officer Portfolio section of GSA Policy.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>[...] Referenda Bylaws and Policies as provided for in the GSA [...] Referenda Bylaws and Policies."</p>	<p>of the GSA" (GSA Bylaw, Part VII, Elections and <u>GSA Bylaw, Part IX, Referenda</u>). The CRO also oversees election, by-election, and referenda processes pursuant to all GSA Bylaws and Policies with advice from the <u>GSA ERC.</u></p>	
<p>d. It is the responsibility of those running a 'Yes' or 'No' campaign to familiarize themselves with the GSA Referenda Bylaws and Policies.</p>	<p><i>No change</i></p>	
<p>e. The following are a series of principles and rules concerning the conduct of those individuals running a 'Yes' or 'No' during a Referendum. These examples are non-exhaustive and include but are not limited to the following principles and rules:</p>	<p><i>No change</i></p>	
<p><u>Do:</u></p> <ul style="list-style-type: none"> i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws. ii. Do run a clean campaign. iii. Do treat the CRO, DRO, elected officials, management, staff, and fellow campaign members with respect. iv. Do respect the CRO and DRO's time. The turnaround for approving campaign materials will be approximately one (1) working day. v. Do ensure any campaign volunteers or colleagues comply, at all times, with GSA Referenda Bylaws and Policies and other applicable policies or laws. vi. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials. vii. Do get permission from Professors or Instructors to campaign in any classrooms. viii. Do monitor electronic campaign materials (eg Facebook pages) for <i>ad hominem</i> 	<p>Add "<u>Working day</u>" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).</p> <p>7.1.e.vii Do get permission from Professors, or Instructors to campaign in any classrooms <u>and laboratories.</u></p>	<p><i>ERC members discussed at length how to ensure candidates are not walking into labs unannounced for campaigning. This has been raised as an issue for the last two Elections. Re-wording might help to ensure candidates arrange in advance to enter laboratories with the requirement to get permission.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>attacks from other graduate students or individuals against campaign members. If you encounter such attacks, report them immediately to the CRO.</p> <p>ix. Do use resources for campaigning that are publicly accessible to all campaign members. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.</p> <p>x. Do ask the CRO, before acting, if you have any questions about particular GSA Referenda Bylaws and Policies.</p>		
<p><u>Don't</u></p>	<p><i>No change</i></p>	
<p>xi. Don't use the University or GSA logos on any physical or electronic campaign materials.</p>	<p><i>No change</i></p>	
<p>xii. As denoted in Section 6.9, above, "all forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of campaign member(s)."</p>	<p><i>No change</i></p>	
<p>xiii. Don't use an unmoderated mailing list.</p>	<p><i>No change</i></p>	
<p>xv. Don't tolerate, ask, or encourage campaign volunteers or fellow graduate students to violate any GSA Referenda Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.</p>	<p>xv. Don't tolerate, ask, or encourage campaign volunteers or <u>colleagues</u> to violate any GSA Referenda Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.</p>	
<p>xiv. Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.</p>	<p>7.1.e.xvi Don't campaign in unsafe spaces that require proper safety equipment such as laboratories. <u>The CRO will talk about safety issues, including campaigning in labs, at the Meeting of the 'Yes' and/or 'No' campaigns.</u></p>	<p><i>Parallels proposed change made to the Elections policy.</i></p>
<p>xv. Don't place campaign materials behind locked doors that only certain campaign members have access to through a key or swipe card.</p>	<p><i>No change</i></p>	<p><i>Parallels proposed change made to the Elections policy.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
xvi. Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.	<i>No change</i>	
xix Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.	<i>No change</i>	
8. CRO's Decision on Penalties, Remedial Action, and Referrals	<i>No change</i>	
	<u>8.1 Given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days.</u>	
1. When the CRO becomes aware of an issue or breach of Referenda Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Referenda Bylaws and Policies, the CRO shall:	8.2 When the CRO becomes aware of an issue or breach of GSA Elections Bylaw and Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw and Policy, the CRO shall: <u>in consultation with the DRO, GSA ERC Chair, available member(s) of GSA ERC, and/or the ED, discuss deadlines for campaign representative(s) or others to make their complaint and response, along with any other related matters. The ED shall seek legal advice as necessary.</u>	<i>This streamlines the process for the CRO dealing with a complaint. During the 2014 General Election these timelines did not work in practice, since they often resulted in deadlines happening in the middle of the night.</i>
a. Forthwith email the campaign member(s) setting out details of the issue/breach; ask for a written response, within eight (8) hours ; and consider that response.	<u>In addition, the CRO shall</u> forthwith email the campaign representative(s) setting out details of the issue/breach; ask for a written response and consider that response.	
b. Inform the campaign member(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s) can still campaign. The CRO has up to twenty-four (24) hours to make this decision.	b. Inform the campaign <u>representative(s) of their</u> decision on penalty, remedial actions, or referrals, <u>their</u> reasons for the decision, and shall state whether the campaign member(s) can still campaign. <u>The CRO shall advise campaign representative(s) that they have twenty-four (24) hours from the time of the receipt of the CRO's decision to lodge a complete appeal with the Chair of the GSA ACB, copy to the ED (See also GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.1.a).</u>	
c. The CRO may impose the following penalties,	<i>No changes except to renumber</i>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
remedial actions, or make referrals: i. Verbal or written reprimands. ii. Reduction of spending limits. iii. Disqualification of the campaign from the current referendum. iv. Any other penalty or remedial action. v. Any referrals.		
	<u>8.2.e The CRO may choose to bring together campaign members for informal resolution.</u>	<i>ERC members have agreed to try to informally mediate whenever possible.</i>
d. The Speaker and Executive Director shall be copied on the emails described above.		<i>With the Appeals and Complaints Board proposal, the Speaker would no longer be involved in hearing an appeal.</i>
e. The CRO shall advise the campaign member(s) that they have twelve (12) hours from the time the CRO's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Referenda, Section 10, Referenda Appeals.	<u>8.3-The CRO shall keep a written record of any alleged issue or breach of GSA Referenda Bylaws and Policies and decisions on any penalties, remedial actions, or referrals. The written record is defined as "as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received" (see also GSA Policy, Elections, Section 7.3, and GSA Policy, Referenda, Section 8.3).</u>	
	<u>8.4 If someone wishes to contact the CRO about a breach and wishes to remain anonymous, the CRO will consult with the Chair or member(s) of the GSA ERC and the ED to weigh the reasons requested for anonymity in balance with public interest. The CRO's decision on anonymity is final.</u>	<i>The issue of anonymity was raised when someone issues a complaint during the 2014 General Election.</i>
2. Unless otherwise stated, in the Referenda Bylaws and Policies, decisions of the CRO are subject to appeal to the GSA Speaker.		
	<u>8.5 All decisions of the CRO shall be reported to The GSA ERC as soon as decisions are reached. The GSA ERC will decide which decisions should be posted on the GSA website and shall take into consideration the nature and severity of the issues of breach and balance this in relation to public interest. The process used in reaching the decision, eg successful resolution agreed to</u>	<i>Parallels proposed changes in the GSA Elections policy.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
	<p>by <u>disputing parties, discussion with campaign members about an alleged breach and CRO decision on penalty, discussion with complainant and candidates and decision on remedy, etc will be included. Posted decisions could include:</u></p> <ul style="list-style-type: none"> a. <u>a summary of the alleged issue or breach;</u> b. <u>a list of parties to the alleged issue or breach (unless the CRO in consultation with the Chair of the GSA ERC or member(s) of the GSA ERC and the ED decide to grant anonymity);</u> c. <u>a summary of the reasons for the decision;</u> d. <u>a listing of all bylaws, policies, and regulations that apply;</u> e. <u>the decided upon penalties, remedial actions, and/or referrals; and</u> f. <u>the time limit for the appeal.</u> 	
	<p><u>8.6 Disrespectful behavior towards the CRO may be referred to the GSA ERC by the CRO for informal resolution or the CRO may impose the penalties, remedial actions, or make referrals as set out in Section 8.2.c, above.</u></p>	
<p>9. NoC Vice Chair's Decision on Penalties, Remedial Action, and Referrals</p>	<p><i>No change</i></p>	
<p>1. If the CRO feels treated in a disrespectful manner by any campaign members, he/she will inform the Vice Chair of the NoC setting out the details.</p>		
<p>2. The Vice-Chair of the NoC shall, upon receiving information from the CRO about an alleged breach/issue:</p>		
<p>a. Forthwith email the campaign member(s) setting out the details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.</p>		
<p>b. Inform, electronically, the campaign member(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s)</p>		

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>can still campaign. The NoC Vice Chair has up to twenty four (24) hours to make this decision.</p>		
<p>c. The NoC Vice Chair may impose the following penalties, remedial actions, or make referrals:</p> <ul style="list-style-type: none"> i. Verbal or written reprimands. ii. Reduction of spending limits. iii. Disqualification of the campaign from the current referendum. iv. Any other penalty or remedial action. v. Any referrals. 		
<p>d. The CRO, Speaker and Executive Director shall be copied on the emails described above.</p>		
<p>e. The NoC Vice Chair shall advise campaign member(s) that they have twelve (12) hours from the time the NoC Vice Chair's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Referenda, Section 10, Referenda Appeals.</p>		
<p>10. Referenda Appeals The following shall be attached to the Registration Form for a 'Yes' or 'No' Campaign for a Referendum:</p>		<p><i>The appeals section has been MOVED to the new Appeals and Complaints Board proposal, so the sections detailing registration forms have been moved to GSA Policy, Referenda, Section 4 (Registration Period).</i></p>
<p>1. Preamble</p> <ul style="list-style-type: none"> a. The GSA Council has approved Principles and Rules of Conduct governing GSA Referenda. The GSA has Referenda Bylaws and Policies posted in full on the GSA website. GSA Policy details the "Principles and Rules of Conduct for Referenda" (as per GSA Policy, Referenda, Section 7). 		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>2. Definitions</p> <ul style="list-style-type: none"> a. "Speaker" means Speaker or Deputy Speaker or any person Council designates or elects as Acting Speaker or Acting Deputy Speaker. 		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<ul style="list-style-type: none"> b. "CRO" means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO. 		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<ul style="list-style-type: none"> c. "Vice Chair of the GSA Nominating Committee 		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>(NoC)" means the Councillor appointed by the President from amongst the three Councillors elected by Council to serve on the NoC (as per GSA Policy, Standing Committees, Nominating Committee).</p>		
<p>3. Referenda Bylaws and Policies and Acknowledgement by Campaign Members a. The GSA Council has approved Bylaw and Policy related to Referenda. By signing the registration form, all campaign members acknowledge that they have read and agree to abide by Referenda Bylaws and Policies, which are posted in full on the GSA website.</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>b. By signing the registration form, campaign members ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, the Nominating Committee Vice Chair decides on penalties, remedial actions, and/or referrals for any matters related to the disrespectful behavior towards the CRO, and that the GSA Speaker decides on any appeals. Any concerns with bias on the part of the NoC Vice Chair in making such decisions on penalties, remedial actions, and/or referrals concerning disrespectful behavior towards the CRO, or the Speaker in making such decisions on appeals, shall be filed with nomination forms.</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>c. The current Speaker and Deputy are: [to be updated each year with the current GSA Speaker and Deputy].</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>d. The current Vice Chair of the NoC is: [to be updated each year with the current NoC Vice Chair].</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
e. The current three Councillors on the NoC are: [to be updated each year with the current Councillors on the NoC].		<i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i>
f. Any changes to these names will be emailed to campaign members who will have twenty four (24) hours to file any objections with the GSA Speaker.		<i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i>
g. The deadline to file any concerns of bias on the part of the Speaker, Deputies, or NoC Vice-Chair in making decisions shall be: [to be updated with each referendum].		<i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i>
4. Appeals Process a. The CRO has issued a decision on penalties or remedial action to campaign member(s) as denoted in GSA Policy, Referenda, Section 8 CRO's Decision on Penalties, Remedial Action, and Referrals:		<i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i>
i. Only campaign members have standing to appeal.		<i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i>
ii. Once a campaign member(s) receives a decision on penalties, remedial action, and or/referrals from the CRO, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the CRO's email concerning the alleged issue/breach. The CRO and Executive Director shall be copied. The Speaker has up to twenty four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.		<i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>iii. If the Speaker is provided with information during an appeal that the CRO did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the CRO. The CRO shall have the opportunity to review and potentially revise their decision in light of additional information.</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>b. The NoC Vice Chair has issued a decision to a campaign member(s) and the CRO, as denoted in GSA Policy, Referenda, Section 9, NoC Vice Chair's Decision on Penalties, Remedial Action, and Referrals:</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>i. Only campaign members have standing to appeal.</p> <p>ii. Once a campaign member(s) receives a decision on penalties, remedial action, and/or referrals from the NoC Vice Chair, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the NoC Vice Chair's email concerning the alleged issue/breach. The NoC Vice Chair and Executive Director shall be copied. The Speaker has up to twenty four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>iii. If the Speaker is provided with information during an appeal that the NoC Vice Chair did not have while deciding upon a penalty,</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>remedial action, or referral, the Speaker can advise the NoC Vice Chair. The NoC Vice Chair shall have the opportunity to review and potentially revise his/her decision in light of additional information.</p>		
<p>5. Flow Chart for Decisions on Penalties, Remedial Actions, and Referrals and Appeals</p> <p>Scenario 1: The CRO becomes aware of an alleged issue or breach. CRO decides upon penalties, remedial action, and/or referrals.</p> <p>Campaign member(s) decide to appeal the CRO's decision</p> <p>Speaker hears and decides on any appeals</p> <p>Scenario 2: The CRO believes a campaign member(s) has treated the CRO in a disrespectful manner. CRO informs the NoC Vice Chair. The NoC Vice Chair decides upon penalties, remedial action, and/or referrals.</p> <p>Campaign member(s) decide to appeal the NoC Vice Chair's decision</p> <p>Speaker hears and decides on any appeals</p>		<p><i>Appeals moved to proposed Appeals and Complaints Board and new Discipline Policy.</i></p>
<p>11. Voting</p> <p>1. " All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw, Part XI, Referenda, Section 3.1)</p>	<p><i>No changes except renumbering.</i></p>	
<p>2. All referenda questions must be on a clearly worded 'Yes' or 'No' question as denoted in GSA Bylaws, Part XI, Referenda, Section 2.1.</p>	<p><i>No changes except renumbering</i></p>	

Current Bylaw / Policy (<i>deletions noted by a strikethrough</i>) -	Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>12. Results</p> <p>1. Upon completion of the ballot count, the CRO shall distribute the official results as soon as possible.</p>	<p>12.1 Upon completion of the ballot count, <u>the CRO shall announce the provisional results; however, if there is an alleged breach of GSA Referenda Bylaw or Policy in process, the provisional results of any related referendum will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided.</u> In addition, given that campaign members have 24 hours after voting ends to lodge a complaint about an alleged breach, <u>the provisional results of any related referendum will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided.</u></p>	<p><i>ERC noted the need to re-introduce the distinction between unofficial and official results to allow for any appeals to come forward. ERC members are also proposing that with having campaigning during voting there needs to be a deadline by which alleged breaches can come forward to the GSA CRO.</i></p>
<p>2. The CRO shall announce the official results to all graduate students and GSA Council within one (1) week of the release of the unofficial results.</p>	<p>12.2 <u>In the case where the electronic voting system fails and paper ballots were used, the paper ballots shall be destroyed one (1) month following the release of the official results.</u></p>	<p><i>See above and to align with GSA Elections Policy.</i></p>
<p>13. Reporting</p> <p>1. The CRO will draft a procedural report following each Referendum. This report will outline major decisions, processes, issues, and recommendations for any future referenda. This report will be provided to the next CRO and DRO, and the GSA ERC, the GSA Board, and GSA Council.</p>	<p><i>No changes except renumbering</i></p>	

GSA Bylaw, Part III, Council

NOTE: The content of Section 2 (GSA Council Composition) and Section 5 (Meetings) will be changed pending approval of other proposed revisions and additions to GSA Bylaw and Policy set forth in the package before GSA Council Members (Item 8).

1 Mandate

- 1.1 The mandate of the GSA Council is to fulfill all responsibilities listed in Section 95 of the *Post-Secondary Learning Act*.

2 GSA Council Composition

- 2.1 All Officers (Part IV);
- 2.2 One (1) Councillor from each department, faculty, or extra-departmental unit at the University that offers a graduate program;
- 2.3 Ten (10) Councillors-at-Large (CALs); and
- 2.4 The GSA Directors as non-voting members.

3 Departmental Councillors

- 3.1 Departmental Councillors and their alternates shall be elected (or, in the case of alternates, appointed) by graduate students from their department ('constituents') according to their own procedures or Constitution.
- 3.2 The duties of Departmental Councillors shall be:
 - 3.2.1 To act as the primary liaison between the GSA and their constituents, including sending their constituents a brief report on GSA Council meetings and soliciting feedback;
 - 3.2.2 To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place and to be cognizant of GSA Council's attendance policy; and
 - 3.2.3 To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information.
- 3.3 Departmental graduate student groups, as represented by their Departmental Councillor, shall be eligible to receive a portion of the Council Remuneration budget as specified in GSA Board Policy.

4 Councillors-at-Large

- 4.1 CALs shall be elected annually (Part VIII), with their terms to run from May 1 until April 30 of the following year.
- 4.2 It is the duty of CALs to be informed about overarching issues that affect all graduate students and to contribute to GSA Council based on that knowledge base, and to be cognizant of GSA Council's attendance policy.

5 Meetings

- 5.1 Regular meetings of GSA Council shall be scheduled to be held on a monthly basis in accordance with the Standing Orders of Council.
- 5.2 Special meetings of GSA Council shall be called by any of the following, subject to at least one (1) week's notice:
 - 5.2.1 A Motion of GSA Council at any GSA Council meeting;
 - 5.2.2 A Motion of the GSA Board;
 - 5.2.3 A petition signed by ten (10) or more members of GSA Council, to be received by the GSA Board; or
 - 5.2.4 A petition signed by at least one hundred (100) members of the GSA.
- 5.3 Any request for a special meeting of GSA Council as denoted in Section 5.2 shall specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated by GSA Bylaw, be restricted to the specified purpose of the meeting.

- 5.4 Quorum for any GSA Council meeting shall consist of fourteen (14) Councillors.
- 5.5 GSA Council meetings shall be conducted according to the Standing Orders of Council.
 - 5.5.1 GSA Council has the authority to make alterations to the Standing Orders of Council by a simple majority vote at one (1) meeting of GSA Council.

6 Attendance

- 6.1 Directly-Elected Officers
 - 6.1.1 Directly-Elected Officers (DEOs) cannot send alternates and are expected to attend all meetings. If a DEO cannot attend a meeting, they shall provide an advance written reason to the President and Speaker. If a DEO misses two (2) consecutive GSA Council meetings or three (3) GSA Council meetings in total, without an advance written reason acceptable to the Speaker, the Speaker will initiate discussion with GSA Council on the action to be taken, which may include referral to the GSA Appeals and Complaints Board (GAS ACB).
- 6.2 Council-Elected Officers
 - 6.2.1 If the Speaker, Chief Returning Officer (CRO), or Senator misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings without a reason acceptable to GSA Council, GSA Council will consider whether or not to declare the position vacant and (in the case of Speaker or CRO) either elect the Deputy, or (for any of these three (3) positions), refer the matter to the GSA Nominating Committee (GSA NoC), and in the case of a vacancy in the CRO or DRO position during a General Election, By-Election, Referendum, or any other associated election matter, the GSA NoC can take any necessary action to fill the vacancy.
 - 6.2.2 The Deputy Speaker and DRO are required to attend meetings regularly.
- 6.3 Departmental Councillors
 - 6.3.1 It is a duty of a Departmental Councillor "To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place..." (Section 3.2.2, above). If a Departmental Councillor or alternate misses two (2) consecutive GSA Council meetings or three (3) GSA Council meetings in total, without an advance written reason acceptable to the Speaker, the Speaker will declare these positions vacant and either (where there is a Departmental GSA) write the President or other Officer to elect a new representative(s) or (if there is no departmental GSA) to hold an election.
- 6.4 Councillors-at-Large
 - 6.4.1 CALs do not have alternates. If a CAL misses two (2) consecutive GSA Council meetings or three (3) GSA Council meetings in total, without an advance written reason acceptable to the Speaker, the Speaker will declare the position vacant and refer the matter to the GSA NoC to advertise the vacancy. GSA Council will elect the replacement.
- 6.5 Recall of Departmental Councillors
 - 6.5.1 Graduate students in a department shall have the right to recall their representative to GSA Council and elect a new one at any time. Any recall shall be made by a majority vote of the general membership at a duly called general meeting.

7 Decorum at GSA Council Meetings

- 7.1 "The Speaker strives to act in a neutral capacity and maintains order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion" (Standing Orders of Council, Role of Speaker).

8 Confidentiality and Closed Session Meetings

- 8.1 It is the responsibility of the Speaker to deal with any breaches of confidentiality. If the Speaker deems the matter to warrant removal of an Elected Officer(s), Councillor(s), or CALs by GSA Council, Officers, Councillors, or CALs can be removed by a two-thirds majority vote and the Speaker initiates this process. The Chair of the GSA Elections and Referenda Committee and the

Executive Director will adapt the GSA ACB's hearing process for GSA Council and this hearing will be *de novo*.

GSA Bylaw, Part IV, Officers

1 General

- 1.1 The Officers of the GSA comprise:
 - 1.1.1 Directly-Elected Officers (DEOs) (Section 2, below); and
 - 1.1.2 Council-Elected Officers (Section 3, below).
- 1.2 The GSA has the following DEOs:
 - 1.2.1 The President;
 - 1.2.2 The Vice-President Academic;
 - 1.2.3 The Vice-President Labour;
 - 1.2.4 The Vice-President Student Services; and
 - 1.2.5 The Vice-President External.
- 1.3 The GSA has the following Council-Elected Officers:
 - 1.3.1 The Speaker and Deputy Speaker;
 - 1.3.2 The Chief Returning Officer (CRO) and Deputy Returning Officer (DRO); and
 - 1.3.3 The Senator.

2 Directly-Elected Officers

- 2.1 Selection
 - 2.1.1 DEOs shall be elected annually pursuant to Part VIII of GSA Bylaw; and
 - 2.1.2 The term of each DEO is from May 1 until April 30 of the following year.
- 2.2 Duties of Individual Portfolios
 - 2.2.1 The President is the chief executive officer of the GSA and is responsible for the GSA's overall operations as well as external and University affairs. The President or delegate serves as the GSA's representative on the Board of Governors;
 - 2.2.2 The Vice-President Academic (VPA) is responsible for major academic matters and affairs concerning graduate students. The VPA serves as the GSA's statutory member on the General Faculties Council;
 - 2.2.3 The Vice-President Labour is responsible for labour-related matters concerning graduate students and special projects;
 - 2.2.4 The Vice-President Student Services is responsible for GSA and University services provided to graduate students and for space-related issues;
 - 2.2.5 The Vice-President External is responsible for external representation and advocacy, along with the President, and for matters related to the graduate student experience including students groups and special projects; and
 - 2.2.6 Specific responsibilities of the President and Vice-Presidents are outlined in GSA Policy.
- 2.3 Honoraria
 - 2.3.1 DEOs shall be paid a stipend as detailed in GSA Policy; and
 - 2.3.2 Any changes in the stipend above the Consumer Price Index are subject to explicit approval by GSA Council.

3 Council-Elected Officers

- 3.1 Election of Speaker, Deputy Speaker, CRO, and DRO
 - 3.1.1 Council-Elected Officers shall be GSA members. As set out in GSA Bylaw, Part II, Members, Section 1, "Council (Part III) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate. Council (Part III) may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour";

- 3.1.2 The GSA Nominating Committee (GSA NoC) shall open nominations for Speaker, Deputy Speaker, CRO, and DRO on or about May 1 of every year by email to every graduate student;
- 3.1.3 Nominations for Speaker, Deputy Speaker, CRO and DRO will be submitted in writing to the GSA NoC by May 30 or the next following working day;
- 3.1.4 The GSA NoC will follow its legislated process in forwarding one (1) or more nominations to GSA Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations;
- 3.1.5 If nominees choose to campaign for these positions they shall follow the general principles of campaigning during GSA Elections, as set out in GSA Bylaw (Elections) and GSA Policy (Elections);
- 3.1.6 The Speaker, Deputy Speaker, CRO, and DRO shall be elected by a simple majority vote of GSA Council, normally for a one (1)-year term, at the June meeting of GSA Council. If the matter is urgent, a mail or electronic ballot may be held before the June meeting;
- 3.1.7 The term of office for the Speaker, Deputy Speaker, CRO, and DRO shall normally extend from July 1 to June 30 of the following year. If unusual circumstances arise, terms may be extended by the GSA NoC; and
- 3.1.8 In the case of a resignation or other vacancy in the Speaker, CRO or Deputy positions as determined by the GSA NoC, the GSA NoC will follow the GSA'S Nominating Policy (GSA Policy, Nominating) to arrange for election by GSA Council in the most expedient way possible. In the case of a resignation or other vacancy in the CRO or DRO positions during any GSA Election, By-Election, or Referendum, or any other election or referenda situation requiring a CRO, the GSA NoC will take action, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed. The Speaker and Executive Director or delegate shall decide if there is an unforeseen vacancy in the CRO or DRO Office.
- 3.2 Election of Senator
 - 3.2.1 Nominations for Senator shall open on or about April 1 of every year or on another date set by the GSA NoC in order to ensure that the position of Senator is continuously filled. The nomination period shall normally be one (1) month;
 - 3.2.2 The GSA NoC shall follow its legislated process in forwarding one (1) or more nominations to GSA Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations;
 - 3.2.3 The Senator shall be elected by a simple majority vote of GSA Council, normally for a one (1)-year term, at the May meeting of GSA Council. If the matter is urgent, a mail or electronic ballot may be held before the May meeting; and
 - 3.2.4 In the case of a resignation or other vacancy in the Senator position as determined by the GSA NoC, the GSA NoC shall advertise the position and arrange for election by GSA Council in the most expedient way possible.
- 3.3 Duties
 - 3.3.1 The Speaker is responsible for presiding over all meetings of GSA Council and “[acting] in a neutral capacity and [maintaining] order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion (Standing Orders of Council, Role of Speaker);
 - 3.3.2 The CRO, with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Elections, By-Elections and Referenda processes, observing the guiding principles of GSA Elections and Referenda “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1). There shall be a job description for the CRO in GSA Policy;
 - 3.3.3 The Senator is the GSA’s representative to the University of Alberta Senate;

- 3.3.4 Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed;
- 3.3.5 The Deputy Speaker and DRO assume the roles and responsibilities of Speaker and CRO respectively, in the absence of the Speaker or CRO;
- 3.3.6 The Speaker, CRO, and Deputies are non-voting members of GSA Council; and
- 3.3.7 Further duties of Council-Elected Officers may be found in GSA Policy.

GSA Bylaw, Part VII, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers

1 Applicability of GSA Bylaws

- 1.1 These Bylaws govern the conduct of GSA Elected Officers.

2 Performance of Duties by GSA Elected Officers

- 2.1 GSA Elected Officers can be held accountable for their conduct (including conflict of interest/commitment) and/or the performance of their duties by way of the GSA Discipline Policy and by the GSA Appeals and Complaints Board (GSA ACB). The GSA expects the Elected Officers to contribute to the carrying out of the GSA's fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These graduate student representatives are expected to observe GSA Bylaw and Policy on such matters as confidentiality of closed GSA Council sessions and conflict of interest and commitment, and are expected to perform their duties with diligence.
- 2.2 Elected Officers and Councillors can be held accountable for their performance by being removed from office.
 - 2.2.1 Elected Officers may be removed from office by GSA Council by a two-thirds majority vote passed at one (1) duly called meeting.

3 Conflict of Interest and Commitment

- 3.1 The GSA subscribes to the principles underlying conflicts of interest of impartiality and integrity. No member of the GSA who holds a position of trust and/or authority within the GSA may be perceived as being impartial and acting with integrity if their actions and/or decisions directly or indirectly result in personal benefit for that member.
- 3.2 Personal benefit in the context of conflicts of interest shall be defined as the convergence of a GSA member's personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member's professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss.
- 3.3 Avoiding Conflicts of Interests
 - 3.3.1 Prior to undertaking any activity that may give rise to a conflict of Interest, whether or not that activity is within the scope of the member's work at the GSA, a member must disclose that activity; and
 - 3.3.2 Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity;
- 3.4 Handling Conflicts of Interest
 - 3.4.1 Any member who suspects that a conflict of interest exists that had not been disclosed, or may be impacting the activities within/by the GSA should report in writing the suspected conflict of interest to the Speaker and the President. If the suspected conflict of interest is regarding either the Speaker or the President, or, if for other reasons the member submitting the written report is uncomfortable providing the submission to one of these individuals, the written report can be provided to only the Speaker or the President. If the suspected conflict of interest is regarding both the Speaker or the

**Elections and Judicial Package: Proposed Revisions to
GSA Bylaw and Policy, If Approved Version**

6.91

President, the written report can be provided to the Deputy Returning Officer (DRO) and the Chair of the GSA ACB; and

- 3.4.2 Upon receipt of the written submission, the Speaker and/or the President (or DRO and Chair of the ACB) will decide if further action is needed in accord with the GSA Policy on Discipline and the GSA Appeals and Complaints Board.

4 Conflict of Commitment

- 4.1 No graduate student holding elected office shall have time commitments that prevent them from carrying out the stated duties of their positions.

**GSA Policy, Performance of GSA Committee Members and Representatives on
University Governing Bodies and Committees**

Purpose: To outline policies and procedures related to attendance and responsibilities of GSA committee members and representatives on University governing bodies and committees.

Scope: This policy governs the responsibilities of GSA Committee members and representatives on University committees.

Related Policies & Bylaws	GSA Bylaws, Part VII, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers
Related Forms	

1. GSA Committee Members

- 1. Graduate students elected by GSA Council to serve on GSA Committees are expected to attend duly called meetings and, if unable to attend a particular meeting, shall advise the Chair of the reason.
- 2. If a committee Chair feels that a member’s non-attendance has been detrimental to the work of a committee, the Chair shall consult with the member and may declare the position vacant.
- 3. Committee members may be requested to sign and abide by confidentiality agreements regarding the information provided or matters discussed at the committee’s meetings.

2. GSA Board Members

- 1. The President and Executive Director shall monitor attendance.

3. Attendance and Responsibilities of Representatives on University Governing Bodies and Committees

- 1. Board of Governors
 - a. GSA Policy states that the President is the representative of graduate students on the Board of Governors (BoG) (GSA Policy, Officer Portfolios). The President is expected to attend all meetings and is not permitted by the BoG to send a delegate. The President also serves on up to three (3) BoG committees and may delegate (as of 2014) the Board Safety, Health, and Environment Committee (BSHEC). Regular attendance at these meetings is expected since delegates cannot be sent.
 - b. GSA Policy states that the President is the statutory member and, as such, represents any official position or policy of GSA Council or the GSA Board. If the President must

- miss a meeting they are expected to send their regrets and the reason for non-attendance to the Chair of the BoG.
2. General Faculties Council
 - a. General Faculties Council (GFC) has its own attendance policy which GFC representatives must observe. GFC Policy also states that no member is an “instructed delegate” (GFC Terms of Reference, Section 2, Attendance, and Section 4, Voting Procedures).
 - b. GSA Policy states that the Vice-President Academic (VPA) is the statutory member and as such represents any official position or policy of GSA Council or the GSA Board. The VPA is permitted to send a delegate if the VPA cannot attend a meeting.
 3. Senate
 - a. The GSA elects a Senator annually. The Senator is expected to attend all Senate meetings and, if they must miss a meeting, they are expected to send their regrets and the reason for non-attendance to the Chancellor.
 4. University Committees
 - a. Any graduate student serving on University committees, councils, boards, and equivalents is expected to attend all duly called meetings and, must submit a written report to the GSA Board at the request of the GSA Nominating Committee (GSA NoC).
 - b. If a graduate student representative on a University committee, council, board, or equivalent is unable to attend meetings they are asked to contact the Vice-Chair of the GSA NoC to request that a replacement for their position be found. GSA Policy (Nominating) provides for the filling of vacant positions on all representative bodies.

GSA Bylaw, Part V, Standing Committees

1 General

- 1.1 GSA Council may delegate its powers to Standing Committees through committee mandates. Standing Committees must report regularly back to GSA Council on the proper exercise of their delegated powers.
- 1.2 Standing Committees advise GSA Council and the GSA Board on policy relevant to their mandates, and have full authority to take actions set out within those mandates.
- 1.3 The GSA has the following the Standing Committees:
 - 1.3.1 GSA Board;
 - 1.3.2 GSA Governance Committee;
 - 1.3.3 GSA Budget and Finance Committee;
 - 1.3.4 GSA Student Affairs Advisory Committee;
 - 1.3.5 GSA Awards Selection Committee;
 - 1.3.6 GSA Negotiating Committee;
 - 1.3.7 GSA Labour Relations Committee;
 - 1.3.8 GSA Elections and Referenda Committee;
 - 1.3.9 GSA Nominating Committee; and
 - 1.3.10 GSA Appeals and Complaints Board.
- 1.4 *Ad hoc* committees
 - 1.4.1 GSA Council may from time to time create *ad hoc* Committees to address issues that are outside the purview of the Standing Committees of the GSA.

GSA Bylaw, Part VIII, Elections

1 Guiding Principle

- 1.1 The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

2 Election Period

- 2.1 Elections shall consist of a nomination period, a campaign period, and a voting period.
- 2.2 The timeline for elections shall be set out in GSA Policy.

3 Nominations

- 3.1 The requirements for the nomination forms shall be set out in GSA Policy.
- 3.2 Candidates for Directly-Elected Officer (DEO) positions shall be graduate students in good academic standing and shall run as individuals. Each position shall be elected on a per ballot basis.
- 3.3 Candidates are not allowed to run for multiple positions.

4 Voting

- 4.1 All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use.

5 Use of the GSA Office

- 5.1 If any member/individual associated with the GSA office is a candidate standing for election, they shall not use the GSA office or any GSA office resources (eg email accounts and/or Google Calendars) for campaign purposes. This includes any current DEO(s) running in a GSA General Election or By-Election.

6 Other Campaigning Restrictions

- 6.1 Current DEOs running in a General Election or By-Election shall not campaign during any GSA or University committee meetings.
- 6.2 DEOs not standing for election shall not endorse any candidate(s), and shall not participate in any campaigning during a GSA General Election or By-Election.
- 6.3 The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee shall not campaign for or endorse any candidate whatsoever.

7 By-Elections

- 7.1 The procedures governing a By-Election shall be the same as those governing regular elections, except the dates of nominations, campaigning, and voting periods shall be determined by the CRO.
- 7.2 In the event that a **DEO position or Councillor-at-Large (CAL) position** is not filled by the end of the General Election (ie no candidates run for a position or "None of the Above" is elected), or a **DEO position or CAL position** is vacated any time prior to December 1 (or the next working day), the CRO and GSA Council will follow the GSA Policy on By-Elections (GSA Policy, Elections, Section 12).

GSA Policy, Elections

Purpose: To outline policies and procedures related to GSA elections.

Scope: This policy governs the operation of GSA elections and the expected conduct of candidates therein.

Related Policies & Bylaws	GSA Bylaws, Part VIII, Elections
Related Forms	

1. General

1. “The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1).

2. Early Call for Talent and Training/Candidate Forum

1. The GSA Nominating Committee (GSA NoC) leads an annual initiative each October called the Early Call for Talent and Training. During this “Early Call” any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President’s and Vice-Presidents’ portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties.
2. An Election Forum will be held during the campaign period during a regularly scheduled GSA Council meeting. The forum is open to all graduate students. Candidates will be given the opportunity to speak about why they are running for office. The floor will then be opened for questions. The Early Call training sessions will assist candidates in answering questions that Councillors and others may ask from the floor.

3. Nomination Forms

1. Nomination forms will be made available to graduate students in hard copy at the GSA Office. Exceptions may be made at the discretion of the Chief Returning Officer (CRO). The CRO and Deputy Returning Officer (DRO) shall have the discretion to determine the form and layout of the nomination forms.
2. On the Directly-Elected Officer (DEO) nomination forms, candidates shall include a minimum of five (5) signatures from currently-registered graduate students. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which they are running.
3. Councillor-at-Large (CAL) candidates are not required to include signatures in their nomination forms.
4. Written nominations for DEO or CAL positions shall be submitted to the GSA office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the nomination form has been submitted on time. The original shall be filed in the GSA office and one (1) copy provided to the candidate, normally electronically. If a nomination form is incomplete or late, the CRO or DRO shall not accept the nomination form. Candidates cannot appeal this decision.

5. Candidates can change the position they wish to run for, but must do so before the close of nominations. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form for the new position prior to the nomination deadline and must meet the requirements as set out in Section 3.4, above.
6. Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms will be provisionally listed on the GSA website and in hard-copy at the GSA office. As the server for the GSA website updates every two (2) hours, the most up-to-date provisional list of candidates shall be provided in hard copy at the GSA office.
7. The following shall be attached to the nomination form for the GSA General Election and any subsequent By-Elections:
 - a. Preamble: The GSA Council has approved Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaw and Policy posted in full on the GSA website. GSA Policy details the “Principles and Rules of Conduct for Elections” (as per GSA Policy, Elections, Section 7).
 - b. With respect to GSA Elections Bylaw and Policy and acknowledgement by Candidates, the GSA Council has approved Bylaw and Policy related to the GSA General Election and any subsequent By-Elections. **By signing the nomination form, all candidates acknowledge that they have read and agree to abide by GSA Elections Bylaw and Policy, which are posted in full on the GSA website.**
 - c. On the nomination forms, candidates will be advised that “given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days” (See GSA Policy, Elections, Section 8.1). “Working day” means “a day that the GSA office is open” (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
 - d. On the nomination forms, candidates will be advised that “appeals of a CRO’s decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate’ ability to campaign. Therefore, hearings of a GSA ACB [GSA Appeals and Complaints Board] Hearing Committee will have a compressed timeline for submission of materials, as decided by the Hearing Chair in consultation with the ED [Executive Director], and with advice from legal counsel. Candidates and campaign members are advised of the fact that there will be a compressed timeline when they submit their nomination form for a General Election or By-Election, or registration form for a referendum” (see GSA Policy, Standing Committees, Appeals and Complaints Board, Section 16.3.a).
 - e. By signing the nomination form, candidates ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaw and Policy, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals of CRO decisions on the written record. Any concerns with bias on the part of the CRO or GSA ACB members shall be explained and filed with nomination forms (see GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.2.a).
 - f. The current CRO, DRO, and GSA Elections and Referenda Committee (GSA ERC) members shall be updated each year on the nomination forms.
 - g. The current GSA ACB members will be updated each year on the nomination forms.
 - h. Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA ACB Chair.

4. Timeline

1. Except as specified below, the timeline for elections is at the discretion of the CRO in consultation with the GSA Elections and Referenda Committee (GSA ERC).

2. "Elections consist of a nomination period, a campaign period, and a voting period" (GSA Bylaw, Part VIII, Elections, Section 2.1).
 3. Nominations for the General Election shall open on or about January 30.
 4. The nomination period shall last at least fourteen (14) calendar days. The nomination period shall end on a working day. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
 5. Within twenty-four (24) hours after the close of the nomination and/or registration period, the CRO shall hold the All-Candidates' Meeting as described in Section 5, below.
 6. The campaign period shall last at least seven (7) calendar days and shall begin no earlier than the All-Candidates' Meeting.
 7. Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours. In the case where an appeal of a CRO decision extends into the voting period, the CRO, in consultation with the GSA ERC, can suspend or delay the voting period until the appeal has been heard.
 8. Voting shall be completed no later than April 15, or the next working day. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
- 5. All-Candidates' Meeting**
1. The CRO is responsible for organizing at least two (2) meetings of all candidates running in an election to provide them with an overview of GSA Elections Bylaws and Policies. The CRO may choose to hold additional All-Candidates meetings during the campaign period.
 2. Failure by a candidate to attend the Initial All-Candidates' Meeting without adequate prior notification to the CRO is grounds for disqualification from the current election. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If a candidate misses the Initial All-Candidates' Meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC. There is no appeal of this decision.
 3. At the All-Candidates Meeting, the CRO will provide each Candidate with the Principles and Rules of Conduct for Elections (as per GSA Policy, Elections, Section 7, Principles and Rules of Conduct for Elections).
 4. The CRO will call at least one (1) additional All-Candidates' Meeting during the campaign period. If a candidate misses the Second All-Candidates' Meeting without adequate prior notification (defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting) or as the result of unforeseen and exceptional circumstances, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC.
- 6. Campaigning, Campaign Materials, and Campaign Spending Limit**
1. Election campaigning shall begin no earlier than the Initial All-Candidates' Meeting. Campaigning is permitted during the voting period. Candidates are responsible for removing all campaign materials after voting has closed.
 2. Campaign Spending Limit:
 - a. Individual Candidates are authorized to spend no more than \$150 on campaign materials over the course of the election and may not pool expenses with other candidates. In order to encourage candidates to think, in advance, about campaign expenditures, a written plan for campaign expenditures shall be submitted to the CRO before the Initial All-Candidates meeting. The object is to have candidates give some thought in advance to expenditures.
 - b. Candidates shall report to the CRO all campaign-related expenses and submit receipts on an on-going basis in accord with their submitted plan (either electronically or in hard copy) and submit any remaining receipts to the CRO no later than 2:00 PM on the

- working day prior to the day voting commences. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
- c. Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitute grounds for disqualification from the current Election.
 - d. If the CRO encounters any problems, issues or unusual circumstances concerning campaign expenditures, the CRO will consult with the Chair of the GSA ERC or with GSA ERC members; the CRO may also ask that the GSA ERC meet formally to advise on any expenditure matter.
 - e. Campaign costs are not reimbursed.
3. Campaigning is defined as any form of promotion of an individual. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic material (including but not limited to all forms of social media) shall be approved by the CRO prior to their distribution.
- a. The CRO shall approve campaign materials to ensure they do not conflict with Elections Bylaws and Policies and do not contain any factually incorrect information (eg regarding the election procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).
4. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals.
5. Candidates shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.
6. All campaign materials shall focus on the individual running.

7. Principles and Rules of Conduct for Elections

1. Preamble:
- a. Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA elections – "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaws, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1).
 - b. All candidates will be expected to contribute to a culture of ethics and responsibility, and ensure all of their campaign activities reflect personal integrity, respect for other candidates, the CRO and DRO, GSA ERC, and the GSA, and ethics. Before carrying out any campaign activities, candidates should ask themselves if their actions are right, fair, and will maintain the good reputation of the GSA.
 - c. Candidates will abide by GSA Bylaws and Policies concerning elections.
 - d. As per GSA Policy (Officer Portfolios, Chief Returning Officer), the CRO oversees GSA Election, By-Election and Referenda processes within the guiding principles of GSA Elections and Referenda "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1). The CRO also oversees GSA Elections, By-Elections, and Referenda processes pursuant to all GSA Bylaws and Policies with advice from the GSA ERC.
 - e. It is the responsibility of the candidates to familiarize themselves with the GSA Elections Bylaws and Policies.
 - f. The following are a series of principles and rules concerning candidate conduct during General and By-Elections. These examples are non-exhaustive and include but are not limited to the following principles and rules:

Do:

- i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- i. Do run a clean campaign and encourage good behaviour for all.
- ii. Do treat the CRO, DRO, elected officials, management, staff, and fellow candidates with respect.
- iii. Do respect the CRO and DRO's time. The turnaround for approving campaign materials will be approximately one (1) working day. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
- iv. Do ensure any campaign volunteers or colleagues comply, at all times, with GSA Elections Bylaw and Policy and other applicable policies or laws.
- v. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.
- vi. Do ensure any election platforms align with the GSA's multiple roles under the *Post-Secondary Learning Act (PSLA)*.
- vii. Do get permission from Professors or Instructors to campaign in any classrooms and laboratories.
- viii. Do monitor your electronic campaign materials (eg Facebook pages) for *ad hominem* attacks from other graduate students or individuals against other candidate(s). If you encounter such attacks, report them immediately to the CRO.
- ix. Do use resources for campaigning that are publicly accessible to all candidate(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.
- x. Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws and Policies.

Don't:

- xi. Don't use the University or GSA logos on any physical or electronic campaign materials.
- xii. As denoted in Section 6.4, above, "All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals."
- xiii. Don't use an unmoderated mailing list.
- xiv. Don't tolerate, ask, or encourage campaign volunteers or colleagues to violate any GSA Elections Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.
- xv. Don't campaign in unsafe spaces that require proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the Initial All-Candidates meeting.
- xvi. Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.
- xvii. Don't violate any other GSA Elections Bylaws or Policies or other applicable policies or laws.

8. CRO's Decision on Penalties, Remedial Action, and Referrals

1. Given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
2. When the CRO becomes aware of an issue or breach of GSA Elections Bylaw and Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw and Policy, the CRO shall: in consultation with the DRO, GSA ERC Chair, available member(s) of GSA ERC, and/or the Executive Director (ED), discuss deadlines for candidate(s) or others to make their complaint and response, along with any other related matters. The ED shall seek legal advice as necessary.

- a. In addition, the CRO shall forthwith email the candidate(s) setting out details of the issue/breach, ask for a written response, and consider that response.
 - b. Inform the candidate(s) of their decision on penalty, remedial actions, or referrals, their reasons for the decision, and shall state whether the candidate(s) can still campaign. The CRO shall advise candidate(s) that they have twenty-four (24) hours from the time of the receipt of the CRO's decision to lodge a complete appeal with the Chair of the GSA ACB, copy to the ED (See also GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.1.a).
 - c. The CRO may impose the following penalties, remedial actions, or make referrals:
 - i. Verbal or written reprimands.
 - ii. Reduction of spending limits.
 - iii. Disqualification from the current election.
 - iv. Any other penalty or remedial action.
 - v. Any referrals.
 - d. The CRO may choose to bring together candidate(s) for informal resolution.
3. The CRO shall keep a written record of any alleged issue or breach of GSA Elections Bylaw and Policy and decisions on any penalties, remedial actions, or referrals. The written record is defined as "as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received" (see also GSA Policy, Referenda, Section 8.3).
4. If someone wishes to contact the CRO about a breach and wishes to remain anonymous, the CRO will consult with the Chair or member(s) of the GSA ERC and the ED to weigh the reasons requested for anonymity in balance with public interest. The CRO's decision on anonymity is final and binding and the individual will decide whether to proceed with the matter.
5. All decisions of the CRO shall be reported to the GSA ERC as soon as decisions are reached. The GSA ERC will decide which decisions should be posted on the GSA website and shall take into consideration the nature and severity of the issues of the breach and balance this in relation to public interest. The process used in reaching the decision, eg successful resolution agreed to by disputing parties, discussion with the candidate about an alleged breach and CRO decision on penalty, discussion with complainant and candidates and decision on remedy, etc will be included. Posted decisions could include:
- a. a summary of the alleged issue or breach.
 - b. a list of parties to the alleged issue or breach (unless the CRO in consultation with the Chair of the GSA ERC or member(s) of the GSA ERC and the ED decide to grant anonymity).
 - c. a summary of the reasons for the decision.
 - d. a listing of all bylaws, policies, and regulations that apply.
 - e. the decided upon penalties, remedial actions, and/or referrals; and
 - f. the time limit for the appeal.
6. Disrespectful behavior towards the CRO may be referred to the GSA ERC by the CRO for informal resolution or the CRO may impose the penalties, remedial actions, or make referrals as set out in Section 8.2.c, above.

9. Voting

1. "All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw, Part VIII, Elections, Section 4.1).
2. The CRO shall communicate to graduate students all individual candidates.
3. Candidates shall be displayed in random order on a per-ballot basis. The election software determines the random order of candidates on a ballot.

4. "None of the Above" will be considered a candidate for the purpose of an elections ballot, and shall also be displayed in random order on a per-ballot basis.
5. When the GSA moves to 'Vote for One' software, this section will be amended by the GSA ERC. In addition, when the GSA moves to 'Vote for One' software, the GSA ERC will amend other instances in this policy where the software makes random decisions.
6. Until the GSA changes its current voting software to accommodate a 'Vote for One' system vs the constraint with the current software which allows only for a preferential voting, these shall be the voting instructions for voting on the preferential ballot: voters shall cast a ballot for their most preferred candidate (and in the case of CALs, voters shall cast up to a maximum of ten (10) votes for their most preferred CAL candidates).
7. In the event that the current electronic voting software (ie a preferential ballot) is used, ballots shall be counted electronically according to the following procedure:
 - a. The number of first-place votes for each candidate shall be counted.
 - b. The candidate with the highest number of votes, including "None of the Above", will be considered the successful candidate. Where there is a tie for the highest number of votes the CRO shall draw a name from a hat in the presence of the candidates and two (2) neutral witnesses; and the name drawn from a hat will be the successful candidate.

10. Results

1. Upon completion of the ballot count the CRO shall announce the provisional results; however, if there is an alleged breach of GSA Election Bylaw or Policy in process, the provisional results of any related election will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided. In addition, given that candidates have twenty-four (24) hours after voting ends to lodge a complaint about an alleged breach, the provisional results of any related election will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided. As denoted in GSA Policy, Elections, Timeline, Section 4.8, voting shall be completed no later than April 15, or the next working day. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
2. In the case where the electronic voting system fails and paper ballots were used, the paper ballots shall be destroyed one (1) month following the release of the official results.

11. Reporting

1. The CRO will draft a procedural report following each GSA General Election or By-Election. This report will outline major decisions, processes, issues, and recommendations for the following year. This report will be provided to the next CRO and DRO, and the GSA ERC, the GSA Board, and GSA Council.

12. By-Elections

1. In the event that a DEO position is not filled by the end of the General Election (ie no candidates run for a position or "None of the Above" is elected), or if a position is vacated at any time prior to December 1 (or the next working day) a By-Election shall take place as soon as possible. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
2. In the event that a DEO position is vacated after December 1 (or the next working day) and before the next GSA General Election, the GSA NoC will decide on procedures and then provide one (1) or more names to GSA Council for consideration. GSA Council will elect an individual to fill the position on an interim basis. If the matter is deemed urgent by the CRO, GSA Council can hold this election electronically. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
3. In the event that any CAL positions are not filled by the end of the General Election, or a CAL position is vacated prior to December 1 (or the next working day) GSA Council will be responsible for electing any remaining CAL(s). When electing any remaining CAL(s), the GSA Council will aim

to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one (1) or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations. If the matter is urgent, GSA Council can hold this election electronically. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).

GSA Policy, Referenda

Purpose: To outline policies and procedures related to GSA referenda.

Scope: This policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein.

Related Policies & Bylaws	GSA Bylaws, Part IX, Referenda GSA Board Policy, Section 15, Non-Binding Consultative Referenda
Related Forms	

1. General

1. "The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part IX, Referenda, Section 1.1, and GSA Bylaw, Part VIII, Elections, Section 1.1).

2. Initiating a Referendum

1. If a person acting on behalf of an external organization or a graduate student wants to initiate a referendum, they shall contact the Chief Returning Officer (CRO).
2. The CRO shall extend an invitation to present to the GSA Board. The 'asker' must state how their organization or proposed referendum question relates to the GSA and or/graduate students. The 'asker' shall provide the GSA Board with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc. The CRO and 'asker' shall work together to draft a referendum question, which will be subject to change after input from the GSA Board and GSA Council.
 - a. A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and accountability for the money collected. The criteria provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question.
3. Following the presentation to the GSA Board by the 'asker', the GSA Board shall either decide to extend the 'asker' an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires, followed by questions from GSA Council), or, if the GSA Board does not extend an invitation to GSA Council, the 'asker' can find a Councillor to place the matter on the GSA Council Agenda as denoted in the Standing Orders of Council.
4. If the GSA Board has invited the 'asker' to present at GSA Council, at that point the CRO and the 'asker' shall work together to finalize the wording of the question (subject to change if GSA Council has problems with the wording) and the 'asker' then presents to GSA Council. GSA Council then votes to approve or not approve the holding of a referendum and the wording of the question. The question must be a "clearly worded 'Yes' or 'No' question" as denoted in GSA Bylaw, Part IX, Referenda, Section 2.1.

5. GSA Council chooses to approve or to not approve the holding of a referendum and the wording of the question.
6. If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Bylaw, Part IX, Referenda, and GSA Policy, Referenda.

3. Timeline

1. Except as specified below, the timeline for a referendum is at the discretion of the CRO, in consultation with the GSA Elections and Referenda Committee (GSA ERC). As denoted in GSA Bylaw, Part IX, Referenda, a referendum will normally be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in GSA Bylaw, Part IX, Referenda, Sections 2.1 and 3.1.
2. "A referendum shall consist of a registration period, a campaigning period, and a voting period" (GSA Bylaw, Part IX, Referenda, Section 3.2).
3. The registration period shall last at least fourteen (14) calendar days and only a 'Yes' or a 'No' campaign can be registered. In the event that no registrations are received from either campaign, the referendum shall proceed regardless.
4. Within twenty-four (24) hours after the close of the registration period, the CRO shall hold a meeting with all representatives of the 'Yes' and or 'No' Campaigns as described in Section 5, below.
5. The campaign period shall last at least seven (7) calendar days and shall begin no earlier than the day following the meeting of representative(s) of the 'Yes' and or 'No' Campaigns.
6. Voting shall begin on the working day ("working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k)" following the last day of the campaign period and shall last at least forty-eight (48) hours. In the case where an appeal of a CRO decision extends into the voting period, the CRO, in consultation with the GSA ERC, can suspend or delay the voting period until the appeal has been heard.

4. Registration Period

1. The CRO shall provide requirements for registering a campaign for either side of a referendum question (a 'Yes' campaign or a 'No' campaign). Only currently registered graduate students can register a 'Yes' Campaign or a 'No' Campaign. In order to register a campaign, the signatures of ten (10) registered graduate students must be provided to the CRO before the end of the registration period, as well as all of the names and contact information of the graduate students running the campaign ('campaign representatives').
2. The following shall be attached to the registration form for a 'Yes' or 'No' Campaign for a Referendum:
 - a. Preamble
 - i. The GSA Council has approved Principles and Rules of Conduct governing GSA Referenda. The GSA has Referenda Bylaws and Policies posted in full on the GSA website. GSA Policy details the "Principles and Rules of Conduct for Referenda Campaigning" (as per GSA Policy, Referenda, Section 7).
 - ii. With respect to GSA Referenda Bylaws and Policies and acknowledgement by campaign members, the GSA Council has approved Bylaw and Policy related to Referenda. **By signing the registration form, all campaign representatives acknowledge that they have read and agree to abide by GSA Referenda Bylaws and Policies, which are posted in full on the GSA website.**
 - iii. On the registration forms, campaign representatives will be advised that "given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days" (GSA Policy, Referenda, Section 8.1). "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).

- iv. On the registration forms, campaign representatives will be advised that “appeals of a CRO’s decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate’s or campaign member’s ability to campaign. Therefore, hearings of a GSA ACB [GSA Appeals and Complaints] Hearing Committee will have a compressed timeline for submission of materials, as decided by the Hearing Chair in consultation with the ED [Executive Director], and with advice from legal counsel. Candidates and campaign members are advised of the fact that there will be a compressed timeline when they submit their nomination form for a General Election or By-Election, or registration form for a referendum” (see GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.3.a).
- v. By signing the registration form, campaign representatives ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, and that the GSA ACB decides on any appeals of CRO decisions. **Any concerns with bias on the part of the CRO or GSA ACB members shall be filed with registration forms (see GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.2.a).**
- vi. The current CRO, Deputy Returning Officer (DRO), and GSA ERC members will be updated each year on the registration forms.
- vii. The current GSA ACB members will be updated each year on the registration forms.
- viii. Any changes to these names will be emailed to campaign members who will have twenty-four (24) hours to file any objections with the GSA ACB Chair.

5. Meeting of Representatives of the ‘Yes’ and/or ‘No’ Campaigns

1. The CRO is responsible for organizing a meeting with at least one (1) campaign representative running a ‘Yes’ and/or ‘No’ campaigns for a Referendum, to provide all students with an overview of GSA Referenda Bylaws and Policies. The CRO may choose to hold additional Meetings of Representatives of the ‘Yes’ and/or ‘No’ campaigns during the campaign period.
2. Failure to attend by at least one (1) campaign representative from the ‘Yes’ and/or ‘No’ campaign without adequate prior notification to the CRO is grounds for disqualification of their campaign. ‘Adequate prior notification’ is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If all graduate students organizing a ‘Yes’ or ‘No’ campaign miss the meeting described in Section 5.1, above, due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC. There is no appeal of this decision.
3. At the meeting described in Section 5.1, above, the CRO will provide all graduate students organizing a ‘Yes’ and/or ‘No’ campaign with the Principles and Rules of Conduct for Referenda Campaigning (as per GSA Policy, Referenda, Section 7, Principles and Rules of Conduct for Referenda Campaigning).

6. Campaigning

1. Only a ‘Yes’ and/or ‘No’ campaign can be registered.
2. In the event that no registrations are received for either campaign the referendum shall proceed regardless.
3. Teams are non-existent for the purpose of referenda.
4. Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed. In order to encourage campaign members to think, in advance, about campaign expenditures, a written plan for campaign expenditures shall

- be submitted to the CRO before the Meeting of the 'Yes' and/or 'No' campaigns. The object is to have campaign members give some thought in advance to expenditures.
5. Campaign representatives shall report to the CRO all campaign-related expenses and submit receipts on an on-going basis in accord with their submitted plan (either electronically or in hard copy) and submit any remaining receipts to the CRO no later than 2:00 PM on the working day prior to the day voting commences. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
 6. Exceeding the spending limit in Section 6.4, above, constitutes grounds for disqualification of the campaign.
 7. Campaigning is defined as any form of promotion of a 'Yes' or 'No' campaign. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic materials (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.
 8. The CRO will review campaign materials to ensure they do not conflict with Referenda Bylaws and Policies and do not contain any factually incorrect information (eg regarding the referendum procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).
 9. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of campaign member(s).
 10. Campaign members shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.
 11. The CRO shall provide an electronic description or briefing of the background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum voting. Normally this description shall be posted on the GSA website.

7. Principles and Rules of Conduct for Referenda Campaigning

1. Preamble:
 - a. Campaign members will conduct themselves in a manner that upholds the fundamental principles of underlying GSA referenda – "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part IX, Referenda, Section 1.1, and GSA Bylaw, Part VIII, Elections, Section 1.1).
 - b. All campaign members will be expected to contribute to a culture of ethics and responsibility, and ensure all of their campaign activities reflect personal integrity, respect for other campaign members, the CRO and DRO, GSA ERC, and the GSA, and ethics. Before carrying out any campaign activities, campaign members should ask themselves if their actions are right, fair, and will maintain the good reputation of the GSA.
 - c. Campaign members will abide by GSA Bylaws and Policies concerning referenda.
 - d. As per GSA Policy (Officer Portfolios, Chief Returning Officer), "the CRO oversees election, by-election, and referenda processes within the guiding principles of GSA elections and referenda "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1)". The CRO also oversees election, by-election, and referenda processes pursuant to all GSA Bylaws and Policies with advice from the GSA ERC.
 - e. It is the responsibility of those running a 'Yes' or 'No' campaign to familiarize themselves with the GSA Referenda Bylaws and Policies.
 - f. The following are a series of principles and rules concerning the conduct of those individuals running a 'Yes' or 'No' during a Referendum. These examples are non-

exhaustive and include but are not limited to the following principles and rules:

Do:

- i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- ii. Do run a clean campaign.
- iii. Do treat the CRO, DRO, elected officials, management, staff, and fellow campaign members with respect.
- iv. Do respect the CRO and DRO's time. The turnaround for approving campaign materials will be approximately one (1) working day. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
- v. Do ensure any campaign volunteers or colleagues comply, at all times, with GSA Referenda Bylaws and Policies and other applicable policies or laws.
- vi. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.
- vii. Do get permission from Professors or Instructors to campaign in any classrooms and laboratories.
- viii. Do monitor electronic campaign materials (eg Facebook pages) for *ad hominem* attacks from other graduate students or individuals against campaign members. If you encounter such attacks, report them immediately to the CRO.
- ix. Do use resources for campaigning that are publicly accessible to all campaign members. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.
- x. Do ask the CRO, before acting, if you have any questions about particular GSA Referenda Bylaws and Policies.

Don't:

- xi. Don't use the University or GSA logos on any physical or electronic campaign materials.
- xii. As denoted in Section 6.9, above, "all forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of campaign member(s)."
- xiii. Don't use an unmoderated mailing list.
- xiv. Don't tolerate, ask, or encourage campaign volunteers or colleagues to violate any GSA Referenda Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.
- xv. Don't campaign in unsafe spaces that require proper safety equipment such as laboratories. The CRO will talk about safety issues, including campaigning in labs, at the Meeting of the 'Yes' and/or 'No' campaigns.
- xvi. Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.
- xvii. Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.

8. CRO's Decision on Penalties, Remedial Action, and Referrals

1. Given that there is a compressed campaign period, the CRO will attempt to deal with alleged breaches in three (3) working days. "Working day" means "a day that the GSA office is open" (see GSA Policy, Standing Committees, GSA Appeals and Complaint Board, Section 1.1.k).
2. When the CRO becomes aware of an issue or breach of GSA Elections Bylaw and Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw and Policy, the CRO shall: in consultation with the DRO, GSA ERC Chair, available member(s) of GSA ERC, and/or the ED, discuss deadlines for campaign representative(s) or others to make their complaint and response, along with any other related matters. The ED shall seek legal advice as necessary. In addition, the CRO shall:

- a. In addition, the CRO shall forthwith email the campaign representative(s) setting out details of the issue/breach, ask for a written response, and consider that response.
 - b. Inform the campaign representative(s) their decision on penalty, remedial actions, or referrals, their reasons for the decision, and shall state whether the campaign member(s) can still campaign. The CRO shall advise campaign representative(s) that they have twenty-four (24) hours from the time of the receipt of the CRO's decision to lodge a complete appeal with the Chair of the GSA ACB, copy to the ED (See also GSA Policy, Standing Committees, GSA Appeals and Complaints Board, Section 16.1.a).
 - c. The CRO may impose the following penalties, remedial actions, or make referrals:
 - i. Verbal or written reprimands.
 - ii. Reduction of spending limits.
 - iii. Disqualification of the campaign from the current referendum.
 - iv. Any other penalty or remedial action.
 - v. Any referrals.
 - d. The CRO may choose to bring together campaign members for informal resolution.
3. The CRO shall keep a written record of any alleged issue or breach of GSA Referenda Bylaws and Policies and decisions on any penalties, remedial actions, or referrals. The written record is defined as "as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received" (see also GSA Policy, Elections, Section 8.3).
4. If someone wishes to contact the CRO about a breach and wishes to remain anonymous, the CRO will consult with the Chair or member(s) of the GSA ERC and the ED to weigh the reasons requested for anonymity in balance with public interest. The CRO's decision on anonymity is final.
5. All decisions of the CRO shall be reported to the GSA ERC as soon as decisions are reached. The GSA ERC will decide which decisions should be posted on the GSA website and shall take into consideration the nature and severity of the issues of breach and balance this in relation to public interest. The process used in reaching the decision, eg successful resolution agreed to by disputing parties, discussion with candidate about an alleged breach and CRO decision on penalty, discussion with complainant and candidates and decision on remedy, etc will be included. Posted decisions could include:
- a. a summary of the alleged issue or breach;
 - b. a list of parties to the alleged issue or breach (unless the CRO in consultation with the Chair of the GSA ERC or member(s) of the GSA ERC and the ED decide to grant anonymity);
 - c. a summary of the reasons for the decision;
 - d. a listing of all bylaws, policies, and regulations that apply;
 - e. the decided upon penalties, remedial actions, and/or referrals; and
 - f. the time limit for the appeal.
6. Disrespectful behavior towards the CRO may be referred to the GSA ERC by the CRO for informal resolution or the CRO may impose the penalties, remedial actions, or make referrals as set out in Section 8.2, above.
- 9. Voting**
1. "All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw, Part IX, Referenda, Section 4.1)
 2. All referenda questions must be on a clearly worded 'Yes' or 'No' question as denoted in GSA Bylaw, Part IX, Referenda, Section 2.1.

**Elections and Judicial Package: Proposed Revisions to
GSA Bylaw and Policy, If Approved Version**

10. Results

1. Upon completion of the ballot count, the CRO shall announce the provisional results; however, if there is an alleged breach of GSA Referenda Bylaw or Policy in process, the provisional results of any related referendum will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided. In addition, given that campaign members have twenty-four (24) hours after voting ends to lodge a complaint about an alleged breach, the provisional results of any related referendum will be made official only after the CRO reaches a decision and any appeal to the GSA ACB is heard and decided.
2. In the case where the electronic voting system fails and paper ballots were used, the paper ballots shall be destroyed one (1) month following the release of the official results.

11. Reporting

1. The CRO will draft a procedural report following each Referendum. This report will outline major decisions, processes, issues, and recommendations for any future referenda. This report will be provided to the next CRO and DRO, and the GSA ERC, the GSA Board, and GSA Council.

Part XIII, GSA Appeals and Complaints Board

1 GSA Appeals and Complaints Board

- 1.1 There shall be a GSA Appeals and Complaints Board (GSA ACB) as set out in GSA Policy; this policy shall provide for GSA ACB Hearing Committees.

GSA Policy, Discipline

Purpose: To outline University's and GSA's authority regarding discipline.

Scope: This policy outlines what discipline matters can be taken to the GSA Appeals and Complaints Board.

Related Policies & Bylaws	GSA Bylaw, Part III, Council GSA Bylaw, Part IV, Officers GSA Bylaw, Conduct, Performance of Duties, and Conflict of Interest/Committee of Officers GSA Bylaw, Part VIII, Elections GSA Bylaw, Part IX, Referenda GSA Bylaw, Part XIII, GSA Appeals and Complaints Board GSA Policy, Elections GSA Policy, Referenda GSA Policy, Performance of GSA Committee Members and Representatives on University Governing Bodies and Committees GSA Policy, Standing Committees, GSA Appeals and Complaints Board
Related Forms	Nomination Form for the GSA General Election

1. **Authority Under the *Post-Secondary Learning Act*. The University Has the Authority to Discipline Students in Accord with the *Post-Secondary Learning Act* as Follows:**

1. "Student Discipline. The general faculties council has general supervision of student affairs at a university and in particular, but without restricting the generality of the foregoing, the general faculties council may
 - a. subject to a right of appeal to the board, discipline students attending the university, and the power to discipline includes the power
 - i. to fine students,
 - ii. to suspend the right of students to attend the university or to participate in any student activities, or both, and
 - iii. to expel students from the university..."
 2. The Graduate Students' Association has authority under the *Act* related to "the development and enforcement of rules relating to graduate student affairs" (*PSLA* Section 94.1).
- 2. University Code of Student Behavior**
1. The University has established a Code of Student Behaviour (COSB) which embraces both academic and non-academic offenses. Graduate students have representation on the bodies that make any changes to the COSB.
- 3. GSA Bylaw and Policy Concerning Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers**
1. The GSA has established Bylaws and Policies concerning graduate students who are candidates running for elected office or elected as Officers.
 2. The following statement concerning Elected Officers is in GSA Bylaw (Part VII, Conduct of Representatives, Section 2.1): "The GSA expects the Elected Officers to contribute to the carrying out of the GSA's fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These graduate student representatives are expected to observe GSA Bylaw and Policy on such matters as confidentiality of closed GSA Council sessions and conflict of interest and commitment, and are expected to perform their duties with diligence."
 3. While the GSA has accountability measures in place (including regular reporting to GSA Council), Elected Officers can be held accountable for their performance by being removed from office. "Elected Officers may be removed from office by GSA Council by a two-thirds majority vote passed at one (1) duly called meeting" (GSA Bylaw, Part VII, Conduct of Representatives, Section 2.2.1).
 4. The following statement is in GSA Bylaw and Policy concerning candidates running for office:
 - a. "Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA elections – "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1)" (GSA Policy, Elections, Section 7.1.a).
 5. Expectations of Councillors, Councillors-at-Large, and committee members are set out in GSA Bylaw and Policy.
- 4. GSA Elected Officers Charged Under the COSB**
1. If a GSA Elected Officer is charged under the COSB and the GSA is aware of the charge, the GSA will take whatever action is allowable and necessary given the circumstances of such rare cases.
- 5. Discipline of Graduate Students**
1. The GSA's interest in discipline of graduate students relates to those graduate students who represent the GSA in an Elected Officer position.

6. GSA Appeals and Complaints Board

1. Discipline and related matters are dealt with in accord with GSA Policy governing the GSA Appeals and Complaints Board.

GSA Policy, Standing Committees, GSA Appeals and Complaints Board

1. General

1. Definitions

- a. "ACB Chair" means the Chair of the GSA Appeals and Complaints Board (GSA ACB) or delegate.
- b. "Advisor" means any person chosen by either the Complainant or Respondent to accompany and assist the Complainant or Respondent during the appeal process.
- c. "Appellant" means any graduate student candidate(s) in a General Election or By-Election or campaign member(s) in a Referendum appealing a decision of the Chief Returning Officer (CRO).
- d. "Complaint" means a complaint that must be in writing (ie not oral), signed, and must provide a *complete* description of whatever has prompted the complaint.
- e. "Complainant" means any student or employee of the University or GSA making a Complaint; there may be more than one (1) person signing a Complaint.
- f. "*De novo* hearing" means a new hearing.
- g. "Elected Officers" are defined in GSA Bylaw, Part IV, Officers, Section 2, Directly-Elected Officers, and Section 3, Council-Elected Officers.
- h. "Executive Director" means the Executive Director (ED) of the GSA or a delegate with training in procedural fairness, who serves in a neutral role to advise on procedural matters.
- i. "Respondent" means the member(s) of the GSA complained about; this is the person or persons providing a written response(s) to a Complaint.
- j. "Response" means a response that must be in writing (ie not oral), signed and must provide a *complete* response to all matters raised in the Complaint.
- k. "Working day" means a day that the GSA office is open.
- l. "Written record" is defined in GSA Elections Policy as "as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received" (see also GSA Policy, Elections, Section 8.3, and GSA Policy, Referenda, Section 8.3).

2. Jurisdiction

1. The GSA is established as a corporation by the *Post-Secondary Learning Act* and may develop and enforce rules relating to graduate student affairs (Section 94(1)). The GSA Council has thus established the GSA ACB.
2. The GSA ACB hears the following through three (3)-person Hearing Committees:
 - a. Complaints about the performance or conduct of GSA Elected Officers.
 - b. Complaints about conflict of interest or commitment relating to GSA Elected Officers.
 - c. Appeals from decisions of the CRO.
 - d. The GSA ACB decides on all of the above matters except on matters involving removal of GSA Elected Officers from office.
 - e. Should an Appeal, Complaint, or Response involve an alleged criminal action or an alleged breach of the University Code of Student Behaviour, legal advice will be sought by the ED before proceeding to set up a GSA ACB Hearing Committee.

3. Informal Resolution

1. Informal resolution is encouraged before involving the GSA ACB.
2. The GSA ACB Chair and ED will document any steps to reach an informal resolution before involving the GSA ACB.

4. Composition, Term of Office, and Support for the GSA ACB

1. Four (4) members or alternates of GSA Council, elected by GSA Council.
2. Four (4) graduate students at-large, elected by GSA Council.
3. Members must come from different departments and may stand for re-election.
4. To the extent possible, terms of office normally run from April 1 to March 31 of the following year and will be staggered. Any member who has been chosen to serve on a GSA ACB Hearing Committee may complete their service on a case even if their term expires or they convocate.
5. In forwarding nominees to GSA Council, the GSA Nominating Committee (GSA NoC) will follow its terms of reference as set out in GSA Policy; in addition, the GSA NoC shall take whatever action is necessary, including direct appointments to the GSA ACB, to ensure a full complement of eight (8) members. "In the case of a resignation or other vacancy in the CRO or DRO positions during any GSA Election, By-Election, or Referendum, or any other election or referenda situation requiring a CRO, the GSA NoC will take action, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed. The Speaker and Executive Director or delegate shall decide if there is an unforeseen vacancy in the CRO or DRO Office." (GSA Bylaw, Part IV, Officers, Section 3.1.8).
6. Nominees to the GSA ACB must demonstrate to the GSA NoC their ability to be impartial. They must have no intention to run in the next GSA General Election and may not have run in a GSA General Election or By-Election, or participated in a referendum campaign during the previous twelve (12) months.
7. The GSA NoC will interview nominees to the GSA ACB. In the paper ballot sent to GSA Council, the GSA NoC will note which nominees are forwarded by the GSA NoC and which are additional nominations.
8. The President, Vice-Presidents, other Elected Officers, and Councillors-at-Large may not serve on the GSA ACB.
9. The ED will ensure support for the GSA ACB and will provide for training of members in procedural fairness. The ED, in consultation with the Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB. The ED may seek legal advice on behalf of the GSA ACB, Chairs of GSA ACB Hearing Committees, or the Speaker.

5. Chair of the GSA ACB and Chairs of GSA ACB Hearing Committees

1. One (1) member of the GSA ACB will be elected by the GSA ACB as Chair for a one (1)- or two (2)-year term. Three (3) other members of the ACB will be elected by the GSA ACB to serve as Chairs of GSA ACB Hearing Committees for a one (1)- or two (2)-year term. Terms normally run from April 1 to March 31 of the following year and will be staggered to provide for continuity. Members may stand for re-Election as Chair and Hearing Committee Chairs. The GSA ACB Chair may delegate the position of GSA ACB Chair to another GSA ACB member for reasons relating to conflict, bias, or availability.

6. Confidentiality/Availability of Material for a *de novo* Hearing

1. Subject to privacy regulations, all documents related to a *de novo* hearing shall be made available to the GSA ACB Hearing Committee, the ED, the parties, and their Advisors.

7. Materials Sent by the GSA ACB Chair and Deemed Delivery

1. All correspondence, notices, and materials sent by the GSA ACB Chair to students or University employees will be emailed to the CCID address. Those without a CCID will provide an email

**Elections and Judicial Package: Proposed Revisions to
GSA Bylaw and Policy, If Approved Version**

6.111

address. Delivery is deemed to have been effective the next University working day after the day the email was sent.

8. Procedural Questions

1. If a procedural question arises before a GSA ACB Hearing Committee Chair has been selected, including a request to extend a deadline, the GSA ACB Chair will consult with the ED, who may seek legal advice. These decisions of the GSA ACB Chair may be made without a hearing and shall be final and binding.
2. If a procedural question arises during a hearing, the GSA ACB Hearing Chair will consult with the ED, who may seek legal advice.

9. Closed Hearings

1. Hearings are closed unless all parties to a case (normally Appellants, Complainants, and Respondents) request an open hearing.

10. Decisions of a GSA ACB Board Hearing Committee

1. Decisions shall be made on a balance of probabilities by majority vote. No member may abstain.

11. Reports to GSA Council on Complaints Concerning Elected Officers

1. The GSA ACB Chair shall attend GSA Council and report, in closed session, on complaints concerning Elected Officers that are heard and decided by the GSA ACB.

12. Hearings by GSA Council on Complaints Concerning Elected Officers

1. These hearings shall be held in closed session.

13. Publication of Decisions on CRO Appeals

1. The GSA ACB Chair will ensure that decisions on Election and Referenda appeals are posted on the GSA website.
2. The GSA ACB shall also report monthly to GSA Council on other matters as needed.

14. Appendices

1. Two (2) appendices to this GSA Policy shall be found below, GSA ACB Hearing Committees, Procedures for *de novo* Hearings (Section 17, below) and GSA ACB Hearing Summary Template Elements (Section 18, below).

15. Complaints About the Performance or Conduct of a GSA Elected Officer and Complaints About Conflict of Interest or Commitment Relating to Elected Officers

1. Receipt of Complaints
 - a. Complaints about a GSA Elected Officer or Officers shall be hand-delivered to the Chair of the GSA ACB and copied to the ED or electronically directed to the Chair of the GSA ACB and copied to the ED.
 - b. Complaints may be made by any student or by an employee of the University or GSA.
 - c. Any witnesses the Complainant intends to call must be listed. Any steps at informal resolution must be described. Any suggested remedy or action must be included.
2. Request for Response and Challenge of GSA ACB Members for Reason of Bias
 - a. Upon receipt of a Complaint, the GSA ACB Chair shall confer with the ED, who shall seek legal advice if necessary. The GSA ACB Chair shall then send the Complaint to the person(s) complained about, with a copy to the ED. The GSA ACB Chair shall ask for a Response, to be *received* within fifteen (15) working days. Responses shall be hand-delivered to the Chair of the GSA ACB and copied to the ED or electronically directed to

- the Chair of the GSA ACB and copied to the ED. Any witnesses the Respondent(s) intend to call must be listed. Any steps taken to resolve the situation informally (eg through mediation) must be described. Any suggested remedy, relief, or action must be included.
- b. The GSA ACB Chair will provide Complainants and Respondents with the list of GSA ACB members. Complainants and Respondents will have five (5) working days to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation shall be provided. Decisions on bias rest with a Chair of the GSA ACB or, if the Chair is challenged, with the Chair's delegate.
 - c. If a Response is not received or is incomplete by the deadline, the Complaint will be dismissed.
3. Striking a Hearing Committee
- a. If a complete Response is received on time the GSA ACB Chair will confer with the ED and will then strike a GSA ACB Hearing Committee as follows:
 - b. The Chair of the GSA ACB Hearing Committee will be selected in rotation from an established list.
 - c. The two (2) members of the GSA ACB Hearing Committee shall be members of the GSA ACB, selected in rotation from an established list.
 - d. The ED will serve in a neutral role to advise the GSA ACB Hearing Committee on procedural matters.
 - e. The GSA ACB Hearing Committee Chair may call a meeting of the Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. At this meeting the GSA ACB Hearing Committee may decide to call witnesses. The GSA ACB Chair may attend.
 - f. The GSA ACB Hearing Committee Chair will then set a time and place for the hearing, providing fifteen (15) working days' notice to the Complainant and Respondent. The Complainant and Respondent are responsible for calling their own witnesses, and may be accompanied by an Advisor. If an Advisor is to be present, the GSA ACB Chair and ED must be notified.
 - g. No new information may be submitted at a hearing unless the GSA ACB Hearing Committee is convinced by majority vote that the information could not have been provided with the known timelines.
 - h. Procedures for conducting *de novo* hearings are in Appendix A (Section 17, below).
4. Conclusion of Hearings
- a. At the conclusion of the hearing, the GSA ACB Hearing Committee Chair shall draft a written decision in accord with the Hearing Summary Template in Appendix B (Section 18, below). The GSA ACB Hearing Committee members and ED shall review the draft, which shall be signed by the GSA ACB Hearing Committee Chair and sent to the Complainant and Respondent within ten (10) working days.
5. Powers of a GSA ACB Hearing Committee
- a. The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent in part or in whole, depending on the issues under consideration and on the remedy, relief or actions requested.
 - b. If a Complaint is Dismissed:
 - i. The GSA ACB Hearing Committee may simply dismiss the Complaint. The decision is final and binding and will be reported to GSA Council in closed session. If there is a further complaint about the same Elected Officer, the written decision of initial GSA ACB Hearing Committee will be made available for any further hearing.

- c. If a Complaint is Upheld:
 - i. If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the Elected Officer related to performance, conduct or conflict of interest/commitment; may set out clear expectations for future conduct, performance, or conflict of interest/commitment; or make any other decision appropriate to the circumstances, short of removing the Elected Officer from office. The decision is final and binding.
 - ii. Alternatively, the GSA ACB Hearing Committee may decide at this point to recommend to GSA Council that the Elected Officer be removed from Office in accord with the procedures set out below under Removal from Elected Office by GSA Council.
 - d. Expectations for Future Conduct, Performance or Conflict of Interest/Commitment
 - i. If the GSA ACB Hearing Committee has set out expectations for future conduct, performance, or conflict of interest/commitment, it may later reconvene to assess if those expectations have been met and may take any further action, including recommending to GSA Council that an Elected Officer be removed from office.
 - e. Opportunity To Resign
 - i. An Elected Officer who has been recommended for removal will be given an opportunity to resign before the matter goes to GSA Council, with a set deadline for reply. If a written reply is not received by the deadline, it is deemed that there is a resignation, in which case the relevant Elected Officer position will be declared vacant, and a report made to GSA Council in closed session.
6. Removal from Elected Office by GSA Council
- a. If an Elected Officer does not resign by a set deadline, the GSA ACB Chair and ED will confer with the Speaker about setting a date for a Special Meeting of GSA Council.
 - b. In advance of the Special Meeting of GSA Council, the GSA ACB Chair shall provide GSA Council with the Complaint, the Response, all written decisions and any correspondence or communications. "The written record is defined as "all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cell phone messages, cell phone text messages, and emails. The written record also includes any written complaints received" (GSA Policy, Elections, Section 8.3 and GSA Policy, Referenda, Section 8.3).
 - c. GSA Council decisions will be based on this record; there will not be a re-hearing. The Speaker will make provision for Councillors to submit written questions to the GSA ACB Hearing Committee Chair in advance of the GSA Council meeting, and the GSA ACB Hearing Committee Chair will respond in writing.
 - d. GSA Council will then meet to consider the written record together with any written questions from Councillors and written responses from the GSA ACB Hearing Chair. GSA Council will then vote on accepting the recommendation or rejecting the recommendation. A two-thirds majority vote of those present is required to pass a motion to remove. If the vote is to remove the Elected Officer, then the Speaker, GSA ACB Chair, and ED will ensure that GSA Council's reasons for removing an Elected Officer are fully understood before the meeting is adjourned. If the vote is not to remove from office, GSA Council may make any decision deemed necessary given the circumstances.

16. Appeals of a CRO Decision

- 1. Receipt of Appeals of a CRO Decision
 - a. Written appeals of a CRO decision should be directed to the Chair of the GSA ACB and copied to the ED. As set out in GSA Policy, Elections, Section 8.2.b, and GSA Policy,

- Referenda, Section 8.2.b, candidate(s) are to be advised by the CRO that they have twenty-four (24) hours from the time of the receipt of the CRO's decision to lodge a complete appeal with the Chair of the GSA ACB, copied to the ED.
- b. Only a candidate running in a General Election or By-Election, or a campaign member running a 'Yes' or 'No' campaign during a Referendum may appeal.
 - c. Appeals must be in writing, signed and must provide a *complete* description of whatever has prompted the appeal. Any suggested remedy, relief or action must be included.
2. Right to Challenge a GSA ACB Member for Reason of Bias
 - a. At the time a candidate running in a General Election or By-Election, or a campaign member involved in a referendum, submits a nomination or registration form, the candidate or campaign member is advised in writing on the form of the right to challenge any member of the GSA ACB for reason of bias.
 3. Striking an GSA ACB Hearing Committee to Hear an Appeal of a CRO Decision
 - a. Appeals of a CRO's decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate's or campaign member's ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee will have a compressed timeline for submission of materials, as decided by the GSA ACB Hearing Committee Chair in consultation with the ED, and with advice from legal counsel. Candidates and campaign members are advised of the fact that there will be a compressed timeline when they submit their nomination form for a General Election or By-Election, or registration form for a referendum.
 - b. Upon receipt of an appeal of the CRO's decision, the GSA ACB Chair, in consultation with the ED, will strike a GSA ACB Hearing Committee as follows:
 - i. The Chair of the GSA ACB Hearing Committee will be selected in rotation from an established list.
 - ii. The two (2) members of the GSA ACB Hearing Committee will be members of the GSA ACB, selected in rotation from an established list.
 - iii. The ED will serve as a neutral advisor to the GSA ACB Hearing Committee on procedural matters.
 4. Hearing on the Record
 - a. The Chair of the GSA ACB Hearing Committee will ask that the CRO, with all due speed, submit the full record of the CRO decision.
 - b. The GSA ACB Hearing Committee will meet to consider the matter based on the full Record and will also decide if another candidate(s) or campaign member(s) who is materially affected should be asked for a written submission.
 5. Powers of a GSA ACB Hearing Committee
 - a. The GSA ACB Hearing Committee may uphold or deny the appeal and may make any order or take any action, including re-running an election or referendum, to ensure that the guiding principle for GSA Elections and Referenda is adhered to: "the fundamental principle underlying GSA elections [and referenda] is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Section 1.1).

17. APPENDIX A

1. GSA ACB Hearing Committees, Procedures for *de novo* Hearings:
 - a. The GSA ACB Hearing Committee shall conduct hearings in a manner which, in its sole discretion, it considers proper. All determinants of process shall be made by the GSA

ACB Hearing Committee Chair in consultation with the ED. As stated in Section 8.1, above: "If a procedural question arises during a GSA ACB Hearing, the GSA ACB Hearing Chair shall consult with the ED, who may seek legal advice."

- b. The GSA ACB Hearing Committee will normally follow these procedures, which it may vary:
 - i. The GSA ACB Hearing Committee Chair shall introduce the matter under consideration to the GSA ACB Hearing Committee and introduce the parties.
 - ii. The Chair shall explain the rules of decorum and review the procedures to be followed.
 - iii. The Chair shall confirm the jurisdiction of the GSA ACB Hearing Committee with the parties.

- b. Opening Statements and Questions from the Committee
 - i. The Chair shall then invite the Complainant to make an opening statement and present their case. Committee members may then ask the Complainant questions, which will be directed through the Chair. The Chair shall ensure that everyone has sufficient opportunity to ask questions.
 - ii. The Chair shall then invite the Respondent to make an opening statement and present their case. GSA ACB Hearing Committee members may then ask the Respondent questions, which will be directed through the Chair. The Chair shall ensure that everyone has sufficient opportunity to ask questions.

- c. Questions from Complainant to Respondent
 - i. The Chair shall invite the Complainant (and/or Advisor) to question the Respondent (and/or Advisor).
 - ii. GSA ACB Hearing Committee members may then ask the Complainant questions.

- d. Questions from Respondent to Complainant
 - i. The Chair shall invite the Respondent (and/or Advisor) to question the Complainant (and/or Advisor).
 - ii. GSA ACB Hearing Committee members may then ask the Respondent questions.

- e. Complainant's Witnesses
 - i. The Respondent's witnesses shall be called by the Chair one at a time and shall be present only when they are being questioned. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Complainant (and/or Advisor); and finally by GSA ACB Hearing Committee members. The Respondent and Complainant (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
 - ii. When questioning is concluded, the witness will leave the hearing room. The questioning procedures shall be repeated for each witness.

- f. Respondent's Witnesses
 - i. Respondent (and/or Advisor); next by the Complainant (and/or Advisor); and finally by GSA ACB Hearing Committee members. The Respondent and Complainant (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.

- ii. When questioning is concluded, the witness shall leave the hearing room. The questioning procedures shall be repeated for each witness.
- g. Rebuttal
 - i. The Chair shall invite the Complainant and Respondent (and/or Advisor) to make any statement by way of rebuttal. These statements shall be subject to questioning by the Respondent and Complainant, (and/or Advisor) followed by GSA ACB Hearing Committee members.
 - ii. The Chair shall ask if there are any final questions.
- h. Closing Statements
 - i. The Chair shall then invite the Complainant and Respondent (and/or Advisors) to make a brief closing statement which is not subject to questioning.
 - ii. The Chair shall adjourn the hearing for the GSA ACB Hearing Committee's deliberation; the Complainant and Respondent (and/or Advisors) shall leave the hearing room.
 - iii. The GSA ACB Hearing Committee shall reach a decision by majority vote; no member may abstain.

18. APPENDIX B

- 1. GSA ACB Hearing Summary Template Elements
 - a. GSA ACB Committee Members in Attendance
 - b. Hearing Date
 - c. Start Time
 - d. Adjournment
 - e. Appellant
 - f. Advisor
 - g. Respondent
 - h. Advisor
 - i. Witnesses
 - j. Decision Being Appealed
 - k. Nature of the Alleged Miscarriage of Justice
 - l. Facts Agreed Upon by Both Parties
 - m. Facts in Dispute
 - n. Summary of All Issues Raised by Both Parties and as Identified by the GSA ACB
 - o. Committee Decision
 - p. Remedy (If Applicable)
 - q. Summary of Reasons for the GSA ACB Committee's Decision
 - r. Date and GSA ACB Chair

**GSA Policy, Officer Portfolios, Chief Returning Officer and Deputy Returning
Officer**

8. Chief Returning Officer

- 1. Duties
 - a. The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Elections, By-Election and Referenda processes, observing the guiding principle "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA"

- (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1).
- b. The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaws and Policies as provided for in the GSA Elections and Referenda Bylaws and Policies.
 - c. The CRO serves as a non-voting member on the GSA ERC.
2. Restrictions
- a. The CRO may not hold any other elected position in the GSA.
 - b. The CRO is prohibited from participating in election or referenda campaigning. “The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee shall not campaign for or endorse any candidate whatsoever.” (GSA Bylaw, Part VIII, Elections, Section 6.3).
 - c. The CRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA Election, By-Election, and/or Referendum.
3. Qualifications
- a. The CRO should ideally have previous experience with administration of student elections.
 - b. Other ideal competencies and qualities for both the CRO and Deputy Returning Officer (DRO) positions include:
 - i. Experience acting in a neutral or impartial position.
 - ii. Thorough understanding of GSA Bylaw and Policy, especially with items pertaining to elections.
 - iii. Thorough knowledge of the organization and its role in the graduate student community.
 - iv. Demonstrated ability to bring disputing parties together to reach decisions based on mutual interests.
 - v. Patience, tact, and discretion.
 - vi. Previous experience effectively dealing with contentious issues (elections or otherwise).
 - vii. Experience working in a highly politicized environment requiring quick and fair decisions.
 - viii. A schedule that allows for the bulk of election work to take place in a compressed time-frame (a few weeks).
 - ix. Experience with mediation and/or conflict resolution.
 - x. Collaborative approach with others (eg members of a committee) in reaching fair minded decisions.
 - xi. Capable of handling a wide range of tasks effectively and impartially.
 - xii. Sound judgment and good decision-making skills.
 - xiii. Good team player and good communicator.
 - xiv. Can manage stressful situations.
 - xv. Experience with not-for-profit organizations.
4. CRO Role and Responsibilities
- a. The CRO, with advice from the GSA ERC, oversees GSA Election, By-Election and Referenda processes within the guiding principles of GSA Elections and Referenda “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects

the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1).

- b. Preparing for Elections
 - i. Participating in all GSA ERC meetings and serving as a non-voting member or the GSA ERC.
 - ii. Working with the GSA ERC to approve timelines for Elections, By-Elections and Referenda in accordance with GSA Election and Referenda Bylaw and Policy and communicating these timelines to graduate students.
 - iii. Working with the GSA ERC to advertise the nomination period for any GSA Election or By-Election, the registration period for any GSA Referendum, and voting periods for all elections and referenda.
 - iv. Preparing nomination forms for a General Election or By-Election and registration forms for a Referendum with the GSA ERC in accordance with GSA Election and Referenda Bylaw and Policy.
 - v. Ensuring nomination forms are valid.
 - vi. Approve in consultation with the GSA ERC, the ED, and GSA Financial Manager, the electronic software or applications used to run GSA Elections, By-Elections, or Referenda.
- c. All-Candidates Meeting
 - i. Holding at least two (2) All-Candidates Meeting during a GSA Election, By-Election, or Referendum to communicate bylaws and policies to all candidates and/or referendum campaign members in order to answer questions about campaigning rules and regulations in a GSA Election, By-Election, or Referendum.
- d. Planning and Hosting a GSA Election Forum
 - i. In consultation with the GSA ERC planning a GSA Election Forum for graduate students to ask candidates questions.
- e. Managing and Deciding on Complaints
 - i. Reviewing and approving the use of all campaign materials to “ensure they do not conflict with GSA Elections Bylaw and Policy and do not contain any factually incorrect information (eg regarding the election procedures or timeline)” (GSA Policy, Elections, Section 6.3.a).
 - ii. Receiving complaints regarding alleged breaches of bylaw or policy with the GSA ERC, while also actively monitoring any campaign activities during GSA Elections, By-Elections, and Referenda campaign periods.
 - iii. Managing and ruling on complaints and alleged violations of GSA Bylaw and Policy with the GSA ERC. The CRO has discretion over upholding the Bylaws and Policies pertaining to GSA Elections, By-Elections, and Referenda, but consults with the DRO and as many members of the GSA ERC as possible on decisions regarding penalties, remedial action, and/or referrals.
 - iv. Ensuring candidates or referendum campaigns respect the election spending limits and present their election expenses reports and receipts by the set deadlines.
 - v. Observing fair process when dealing with complaints. The CRO observes procedural fairness and keeps a full and proper record of all decisions and documentation received or sent. This written record is what would be submitted for any appeal to the GSA Appeals and Complaints Board (GSA ACB). The CRO consults with the ED or delegate on fair process. (“The written record is defined as all actions, communications with candidate(s) and any other(s) involved and includes but is not restricted to cellphone messages, cellphone text messages, and emails. The written record also includes any written

- complaints received” (GSA Policy, Elections, Section 8.3, and GSA Policy, Referenda, Section 8.3)).
- f. Election Results
 - i. Reviewing and approving the format of the electronic ballots for GSA Elections, By-Elections, and Referenda with the GSA ERC.
 - ii. Communicating the results of all GSA Elections, By-Elections and Referenda to graduate students.
 - g. Reporting
 - i. The CRO is responsible for reporting to GSA Council on all work related to GSA ERC meetings and GSA Elections, By-Elections, and/or Referenda.
 - ii. Submitting a written report to GSA Council following any GSA Election, By-Election, or Referendum.
3. CRO and DRO Training
- a. The CRO will receive a broad range of training, including but not limited to:
 - i. Writing and communicating public decisions for alleged campaign violations.
 - ii. Conflict resolution and mediation training as the CRO is encouraged to bring two (2) parties together to resolve disputes.
 - iii. Meetings with former GSA or Students’ Union CROs.
6. Honorarium
- a. The CRO is awarded a modest honorarium for overseeing all GSA General Elections, By-Elections, and/or Referenda.
7. DRO Roles and Responsibilities
- a. The DRO reports directly to the CRO.
 - b. The duties of the “DRO are to assist the [...] CRO as needed” (GSA Bylaw, Part IV, Officers, Section 3, Council-Elected Officers, Section 3.3.4). The DRO may be called on to assist with any of the CRO’s roles and responsibilities.
 - c. The DRO serves as a non-voting member of the GSA ERC.
 - d. In the event that the CRO is absent, out of town, or unable to complete their duties for any reason, including conflict of interest, the DRO shall fulfill all of the roles and responsibilities of the CRO in overseeing GSA Elections, By-Elections, or Referenda processes.
 - e. The DRO is a non-voting member of GSA Council and is required to attend these meetings.
8. DRO Restrictions
- a. The DRO may not hold any other elected position in the GSA and is prohibited from participating in GSA Elections or Referenda campaigning. “The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee shall not campaign for or endorse any candidate whatsoever.” (GSA Bylaw, Part VIII, Elections, Section 6.3).
 - b. Council-Elected Officers shall be GSA members. As set out in GSA Bylaw, Members, Section 1, “Council (Part III) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate. Council (Part III) may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour” (GSA Bylaw, Part I, Members, Sections 1.2 and 1.3).
 - c. The DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA Election, By-Election, and/or Referendum.

GSA Policy, Standing Committees

Purpose: To outline policies related to GSA Standing Committees.

Scope: This policy expands on the general operation of GSA Standing Committees and sets out each committee's composition and mandate.

Related Policies & Bylaws	GSA Bylaws, Part V, Standing Committees GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board
Related Forms	

1. General

1. Unless otherwise specified, quorum of Standing Committees will be four (4) members of that Committee.
2. Whenever there is a GSA Council member on a Standing Committee, this member can be a Councillor or Alternate.
3. The Chair (or Chairs) of a Standing Committee may delegate their responsibilities as chair to another member of the committee, subject to the approval of the committee.
4. In the absence of the Chair (or Chairs), the members of a Standing Committee may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.
 - a. A meeting to select an interim Chair of a Standing Committee may be called by any two (2) members of the Committee.
5. The Executive Director (ED) and GSA Accountant have a standing invitation to attend any committee discussing financial matters.
6. Sub-Committees
 - a. The GSA Board and Standing Committees may, at their discretion, form sub-committees deemed relevant to the execution of their mandates.
 - b. Terms of reference shall be given to the sub-committee by the parent Committee.
 - c. The mandate of the sub-committee shall be described in terms of reference.
 - d. Upon completion of appointed task(s), sub-committees shall make final reports to the relevant committee or GSA Council on their actions, and unless otherwise instructed, shall then be dissolved.
 - e. Whether or not a sub-committee has fulfilled its mandate, it may be dissolved at any time by the Committee on its own recommendation, or by a majority vote of the members in the parent Committee to which this sub-committee reports to.
7. *Ad hoc* Committees
 - a. Terms of reference shall be given to the *ad hoc* Committee from GSA Council.
 - b. The mandate of the *ad hoc* Committee shall be described in terms of reference.
 - c. Members shall be nominated and approved by GSA Council, prior to taking up their appointment.
 - d. *Ad hoc* Committees shall, at their first meeting, appoint one of their members as Chair of the Committee.
 - e. In the absence of the Chair, the members of an *ad hoc* Committee may select an interim Chair from its membership by majority vote unless otherwise specified in the terms of reference, with such an appointment to last for the duration of the Chair's absence.
 - f. A meeting to select an interim Chair or (in the event of vacancy) the Chair of an *ad hoc* committee may be called by any two (2) members of the Committee unless otherwise specified in the terms of reference.

- g. The Chair of the Committee shall report to the GSA Council the proceedings and decisions of all meetings of the Committee.
- h. Upon completion of appointed task(s), *ad hoc* Committees shall make final reports to GSA Council on their actions, and unless otherwise instructed by GSA Council, shall then be dissolved.
- i. Whether or not an *ad hoc* Committee has fulfilled its mandate from GSA Council, it may be dissolved at any time by a majority vote of GSA Council.

**GSA Policy, Standing Committees, Elections and Referenda Committee and
Nominating Committee**

9. GSA Elections and Referenda Committee

- 1. Composition
 - a. The Chief Returning Officer (CRO) and Deputy Returning Officer (DRO) are non-voting members of the GSA Elections and Referenda Committee (GSA ERC).
 - b. The voting membership of the GSA ERC is:
 - i. The GSA ERC will elect a Chair from amongst the voting members of the GSA ERC. The Election of the Chair of the GSA ERC will normally occur at the beginning of the fall term and the Chair of the GSA ERC will be reported to GSA Council.
 - ii. The GSA ERC shall elect a Vice-Chair from amongst the voting members of the GSA ERC. The Election of the Vice-Chair of the GSA ERC will normally occur at the beginning of the fall term and the Vice-Chair of the GSA ERC will be reported to GSA Council.
 - iii. A total of seven (7) graduate student members, including at least one (1) Councillor, elected by GSA Council.
 - c. Meetings:
 - i. The ED or delegate is in regular attendance at GSA ERC meetings.
 - ii. The Vice-Chair of the GSA ERC shall assume the duties of the Chair in the absence of the Chair of the GSA ERC.
 - iii. In the absence of both the Chair and Vice-Chair of the GSA ERC, the GSA NoC will select an Interim Chair and Vice-Chair for the GSA ERC from amongst the members of the GSA ERC.
 - iv. The ED and GSA Accountant have a standing invitation to attend any committee discussing financial matters.
- 2. Eligibility
 - a. All members of the GSA are eligible to serve on the GSA ERC unless they intend to run in the General Election or By-Election, or they have run in the previous General Election or By-Election. If standing for election to the GSA ERC, GSA ERC candidates agree not to campaign for or endorse any individual running in the General Election and cannot have run in the previous General Election. GSA ERC members must also be neutral (eg having no immediate or vested interest in the outcome of GSA Elections and Referenda).
 - b. If a GSA ERC member intends to run in a GSA General Election or campaign for or endorse any individual running in the General Election they shall resign from the GSA ERC.
- 3. Mandate
 - a. The GSA ERC shall advise the CRO on all matters pertaining to elections, referenda, and by-elections, including but not limited to:

- i. The approval of timelines for GSA Elections, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaw and Policy.
- ii. Advertising the nomination period for any GSA Elections or By-Elections, the registration period for any GSA Referendum, and voting periods for all GSA Elections and Referenda.
- iii. Working with the CRO to prepare nomination and registration forms in accordance with GSA Election and Referenda Bylaw and Policy.
- iv. Approve in consultation with the CRO, ED, and Financial Manager, the electronic software or applications used to run GSA Elections, By-Elections, and Referenda.
- v. Plan any GSA Election forums for graduate students in consultation with the CRO.
- vi. Acting as a sounding board for the CRO and/or decisions regarding penalties, remedial action, and/or referrals for alleged campaign violations during any GSA Election or Referendum.
- b. At least one (1) month prior to the opening of nominations for the General Election, the GSA ERC shall meet to assist the CRO in the planning of election events.
- c. The GSA ERC will review Elections and Referenda Bylaws and Policies annually and make any recommendations to GSA Council through the Board.
- d. GSA ERC members are free to approach the GSA Board with any concerns about how elections are being managed.
- e. The GSA ERC strongly recommends to graduate students who are considering running for office that they participate in the GSA NoC's Early Call for Talent and Training. It is the firm belief of the GSA ERC that advanced training is needed in order for DEOs to carry out their duties effectively
- f. The GSA ERC will oversee the on-line posting of the video interview of candidates running in the General Election and will design questions to be asked of candidates.
4. Quorum
 - a. Quorum for the GSA ERC is:
 - i. The Chair or Vice-Chair and the CRO or DRO.
 - ii. Three (3) other voting members of the Committee. This could include the Vice-Chair of the GSA ERC. If the Chair of the GSA ERC is present, and the Vice-Chair is present, the Vice-Chair counts as one of these three (3) voting members.

10. GSA Nominating Committee

1. Composition
 - a. The President, or designate, shall chair the GSA Nominating Committee (GSA NoC).
 - b. GSA Council may appoint up to three (3) members of GSA Council to the GSA NoC, normally the three (3) members appointed by GSA Council to the GSA Board.
 - c. The GSA President shall appoint an Administrative Chair from amongst the three (3) members appointed by GSA Council or may appoint an additional graduate student as Administrative Chair. This position shall normally rotate amongst the three (3) members on a regular basis.
 - d. The ED or designate shall be a member of the GSA NoC.
2. Eligibility
 - a. All members of the GSA Council are eligible to serve on the GSA NoC unless they intend to run in the General Election or By-Election. If standing for election to the GSA NoC, GSA NoC candidates agree not to campaign for or endorse any individual running in the GSA General Election or By-Election.
 - b. If a GSA NoC member intends to run in a GSA General Election or campaign for or endorse any individual running in the GSA General Election or By-Election they must resign from the GSA NoC.

3. Mandate
 - a. The GSA NoC is responsible for the selection and replenishment of graduate student representatives to Councils, committees, and bodies requiring such representation other than *ex officio* representation by the President, Vice-Presidents, or DEOs.
 - b. The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During this “Early Call” any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President’s and Vice-Presidents’ portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties.
 - c. The business of the GSA NoC shall be conducted according to GSA Nominating Policy.
4. Meetings
 - a. Notwithstanding GSA Policy, Standing Committees, Section 1.1, “Unless otherwise specified, quorum of Standing Committees will be four (4) members of that committee”, quorum for an in-person meeting of the GSA NoC is the Chair (or Administrative Chair) and two (2) additional members.
 - i. In the absence of two (2) members (eg by means of illness, field trips, etc), quorum shall be the Chair (or Vice-Chair) and one (1) other member.
 - b. Notwithstanding 4.a, any two (2) members of the GSA NoC may agree on a candidate to fill a vacant position for which the GSA’s rules and regulations are otherwise silent.
 - c. Notwithstanding any requirement to the contrary, the GSA NoC has no requirement to meet on a regular basis. Instead, most business shall normally be conducted by phone or e-mail.

DRAFT

Outline of Issue (GSA Council)

GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Proposed Revisions to GSA Bylaw and Additions to GSA Policy, SECOND READING

The proposed changes to GSA Bylaw are to remove the outdated term 'Premium' from the Bylaw (which is a holdover from when the GSA administered the Health and Dental plan out of the office itself) and to move pieces of Bylaw which outline policies to Policy.

Suggested Motion for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND Part XII, Health and Dental Plan, as presented in the attached triple column document, **effective immediately**.

NOTE: Should GSA Council approve the proposed revisions to GSA Bylaw, it will create a new section of GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund. As well, instances in GSA Policy that directly quote the relevant GSA Bylaw (specifically GSA Policy, Standing Committees, Section 4, Budget and Finance Committee) will be similarly revised.

Background:

At its meeting of October 8, 2014, the GSA Board agreed, unanimously, to **“RECOMMEND to GSA Council** the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND GSA Bylaw, Part XII, Health and Dental Plan, effective upon the second reading by GSA Council.” **The proposed revisions came to GSA Council for a first reading in October and were approved.**

The proposed revisions, which were developed in consultation with GSA Consultant Roy Coulthard, GSA Accountant Shirley Ball, and GSA Financial Manager Dorte Sheikh, include:

- **Moving the pieces of Bylaw which outline policies to a new GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund**
- **Several editorial changes to enhance clarity**
- **Changing the term “premium” to “fee”** – the term “fee” is accurate (“premium” refers to a time when the GSA office administered the Plan)
- **Specific reference to the process required to opt-out (this makes opting out a simpler process for graduate students)**
- **Enhanced management of the Health and Dental Plan Reserve Fund, including a rolling plan to accompany any use of the HDPFRF**

Jurisdiction:

GSA Bylaws, Part I, Section 1.2

“These Bylaws ... may be amended by two two-thirds majority votes of Council held on seven calendar days’ notice of motion and no less than one week apart”.

GSA Bylaws, Part XII, Section 7.1

“The GSAB is mandated to oversee the implementation, administration, and performance of the Health and Dental Plan, and to make recommendations to Council regarding the Plan (quoted in GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.c)”.

Prepared by C Thomas and E Schoeck for GSA Council November 17, 2014

Part X, Finances, Section 3, Health and Dental Plan Reserve Fund: Proposed Revisions

Current Bylaw Headings	Proposed Changes (<i>Additions Underlined and Deletions Noted by a Strikethrough</i>)	Rationale / Background
3. Health and Dental Plan Reserve Fund		
3.1 Definitions	<i>No change</i>	
3.2 Purpose of the HDPRF	<p>3.2.1 The creation of the HDPRF is meant to ensure that money students intended to be spent on health and dental insurance <u>all Health and Dental Plan fees paid by graduate students</u> is going towards health and dental coverage. For example, the HDPRF may be used to:</p> <p>3.2.1.1 Lessen the GSA Health and/or Dental Plan fee increases from one year to another, acting as a buffer;</p> <p>3.2.1.2 Expand services or coverage at with no or reduced <u>GSA Health and Dental Plan fee increases actual costs to students; and/or</u></p> <p>3.2.1.3 Provide other services, or financial adjustments to the GSA Health and/or Dental Plan(s) and their <u>its associated fees costs.</u></p> <p>3.2.2 <u>The HDPRF may only be used for GSA Health and Dental Plan purposes.</u></p> <p>3.2.3 <u>The administration of the HDPRF shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, GSA Health and Dental Plan Reserve Fund).</u></p>	Editorial.
3.3 Administration of the HDPRF		Editorial.
3.4 Access to the HDPRF		Editorial.
		Addition to note movement of remainder of Bylaw to Policy.
		Moved remaining sections to GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund (see below).

Part XII, Health and Dental Plan: Proposed Revisions

Current Bylaw Headings	Proposed Changes (Additions Underlined and Deletions Noted by a Strikethrough)	Rationale / Background
Part XII, Health and Dental Plan	Part XII, <u>GSA Health and Dental Plan</u>	Editorial.
1. Definitions	1. General	Editorial, reflecting movement of Bylaw to Policy.
	<p>1.1 In this Bylaw, "Plan" shall refer to the "<u>GSA Health and Dental Plan</u>", which the GSA membership determined in its a referendum of October 8 and 9, 2003 to be its group Health and Dental Plan, and all of its amendments that shall be the object of this Bylaw. <u>The GSA shall have a "GSA Health and Dental Plan", as determined by the GSA membership in a referendum of 2003 to be its group Health and Dental Plan.</u></p> <p>1.2 In this Bylaw, "Agreement" shall refer to the legal document which details the agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan. <u>The GSA shall have a legal agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.</u></p> <p>1.3 The administration of the GSA Health and Dental Plan shall be governed by <u>GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund).</u></p>	<p>Editorial, reflecting movement of Bylaw to Policy.</p> <p>Editorial, reflecting movement of Bylaw to Policy.</p> <p>Addition to note movement of remainder of Bylaw to Policy.</p>
<p>2. Plan Availability</p> <p>3. Implementation Dates</p> <p>4. Premiums</p> <p>5. Opt-out Provisions</p> <p>6. Opt-in Provisions</p> <p>7. Oversight by GSA Board</p> <p>8. Increases in Premiums</p>		Moved remaining sections to GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund (see below).

GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Proposed Addition

Current Bylaw Heading	Proposed Changes to GSA Bylaw and Movement to GSA Policy (<i>Additions Underlined and Deletions Noted by a Strikethrough</i>)	Rationale / Background
2. Plan Availability	<p><u>1.</u> Plan Availability</p> <p><u>1.1</u> The Plan is only available to members included in Part II, Section 1, of <u>GSA</u> Bylaw who are members as of September of each year that the Plan is in effect and to their spouses and dependents. <u>Members who begin their programs of study in January are able to opt-in to the Plan, along with their partner/spouse and/or dependent children (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 5, Opt-in Provisions).</u></p>	<p>Numbering changes throughout.</p> <p>Until such times as the University has a mechanism to collect Health and Dental Plan fee for members who are admitted in January, graduate students who begin in January are able to opt-in, as reflected in GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 5, Opt-in Provisions.</p>
3. Implementation Dates	<p><u>2.</u> Implementation Dates</p> <p><u>2.1</u> <i>No change</i></p>	<p>Numbering changes throughout.</p>
4. Premiums	<p><u>3.</u> Fees</p> <p><u>3.1.</u> In this Policy, <u>“Fee(s)” shall refer to the amount of money paid by enrolled graduate students for the Plan. The amount of the Fee includes both Plan premiums and administrative overhead. The Fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, Health and Dental Plan Reserve Fund).</u></p> <p><u>3.2.</u> <u>Fees</u> shall be collected through the University’s regular <u>student</u> fee payment mechanism in September of each year that the Plan is in effect.</p> <p><u>3.3.</u> <u>Fees</u> shall be non-refundable except where a <u>graduate</u> student qualifies to opt-out of the Plan <u>(see GSA Bylaw, Part XII Health and Dental Plan, Section 5, Opt-out Provisions).</u></p>	<p>The term “premium” has been replaced by “Fee” where appropriate throughout. Numbering changes throughout.</p> <p>Clarification of what the term "Fee" refers to in the remainder of the Policy. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Addition of “student” to the phrase regarding “fee payment” mechanisms recommended by the GSA Accountant for enhanced clarity.</p> <p>Editorial.</p>

	<p>4.3 The total premium for an individual graduate student covered by the Plan from September 1 to August 31 shall be as specified in the Agreement. Section 8 of this Bylaw describes allowable increases in the Fee.</p>	<p>GSA Council approves the fee as developed in an appendix to the signed Agreement and Section 8 covers the approval process associated with all changes to fees.</p>
<p>5. Opt-out Provisions</p>	<p>4. Opt-out Provisions</p> <p>4.1. Enrolled students <u>GSA members enrolled in the Plan</u> may opt-out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated <u>through provision of documentation as required by the administrator of the Plan</u>, to the <u>administrator of the Plan</u> during the opt-out period. The opt-out period shall be a minimum of 10 working days following the implementation dates, with specific dates detailed in the Agreement.</p> <p>5.2 The GSA shall remit to any student that opts out of the plan the amount of the premiums and administration fee paid after receiving confirmation from the University that such premiums have been paid.</p>	<p>Numbering changes throughout.</p> <p>Recommend stipulating the process required for opt-outs.</p> <p>Alternate coverage information is provided to StudentCare.net/works rather than the GSA.</p> <p>The term “premium” has been replaced by “Fee” where appropriate throughout. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Specific dates with respect to opting out are not detailed in the Agreement.</p> <p>Section 3.2 addresses refunds with respect to opt-outs. Additionally, it is not the GSA that would remit funds (this is a hold-over from when the GSA administered the plan internally) and, in most cases, there would not be actual funds to remit as opt-outs occur prior to fee collection.</p>
<p>6. Opt-in Provisions</p>	<p>5. Opt-in Provisions</p> <p>6.1 GSA members who are not enrolled students may opt in to the Plan during the opt-in period. The opt-in period shall be a minimum of three weeks following the implementation dates, with specific dates detailed in the Agreement.</p> <p>5.1. GSA members covered by the Plan may add spouses, common law spouses, and</p>	<p>Numbering changes throughout.</p> <p>Repeats 6.2 and is unclear. Specific dates with respect to opting in are not detailed in the Agreement.</p> <p>The term “premium” has been replaced by “Fee” where</p>

	<p>financial dependents spouses/partners and/or dependent children to the GSA Health and/or the Dental Plan by paying additional premiums Fees during the opt-in period.</p> <p>5.2. The additional premium Fee charged to add a spouse, common law spouse, or one financial dependent a partner/spouse or one dependent child to the Plan shall be no more than the premium Fee for an individual graduate student. The additional Fee charged to add any number of additional financial dependents shall be no more than the Fee for an individual graduate student.</p> <p>6.3 The additional premium charged to add any number of additional financial dependents shall be no more than the premium for an individual graduate student.</p>	<p>appropriate throughout. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Use language consistent with that employed in the Agreement. Link 5.2 and 5.3 (6.2 and 6.3 in the old numbering) for greater clarity.</p>
<p>7-Oversight by GSA Board</p>	<p><u>6. Oversight by the GSA Board</u></p> <p><u>6.1. No change.</u></p> <p>7.2 The GSAB shall also be responsible for ensuring that all reasonable steps are taken to inform the affected students of the Health and Dental Plan and its details (quoted in GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.d).</p>	<p>Editorial. Numbering changes throughout.</p> <p>Redundant as captured in 6.1.</p>
<p>8- Increases in Premiums</p>	<p><u>7. Increases in Fees</u></p> <p><u>7.1. Any increase in premium the Fee or modification of coverage must be approved by GSA Council as per on the recommendation of the GSA Board. 8-2 Any annual increase in the total premium Fee exceeding 15% of the previous year’s premium Fee must also be put to a referendum prior to implementation of the premium increase.</u></p>	<p>Numbering changes throughout.</p> <p>The term “premium” has been replaced by “Fee” where appropriate throughout. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Recommend linking 8.1 and 8.2 in move from Bylaw.</p> <p>Editorial.</p>
	<p><u>8. GSA Health and Dental Plan Reserve Fund</u></p>	<p>New section to reflect movement of Bylaw related to the GSA Health and Dental Plan Reserve Fund from GSA Bylaw, Part X Finances.</p>

<p><u>3.3 Administration of the HDPRF</u></p>	<p><u>8.1. Administration of the GSA Health and Dental Plan Reserve Fund (HDPRF)</u></p> <p><u>a. To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) shall regularly review the HDPRF in conjunction with review of the GSA’s Budget and Expenditure (Quarterly) Reports;</u></p> <p><u>b. All surpluses from the GSA Health and Dental Plan fees must be transferred into the HDPRF at the end of the fiscal year; must be transferred into the HDPRF;</u></p> <p><u>c. The HDPRF is restricted funding and shall be kept separate from should not be associated with the GSA operating budget; and</u></p> <p>3.3.4 The monies associated with the HDPRF shall be held in a risk free interest bearing account with a term to maturity of no more than sixty (60) days;</p> <p><u>d. Any interest earned by the HDPRF shall be returned to the HDPRF; and</u></p> <p>3.3.6 The current balance of the HDPRF shall be reported in the GSA Balance Statement.</p> <p><u>e. The HDPRF shall be replenished through the collection of fees in excess of the cost of the Plan upon the approval of GSA Council and on the recommendation of the GSA Board and the GSA BFC.</u></p>	<p>New subsection title to reflect movement of Bylaw related to the GSA Health and Dental Plan Reserve Fund from Part X Finances. Numbering changes throughout. To further enhance sound financial management and planning.</p> <p>Editorial.</p> <p>Editorial.</p> <p>GSA Accountant recommends removal as it is overly specific.</p> <p>Editorial.</p> <p>Currently reported regularly to the GSA BFC, GSA Board, and GSA Council in the Quarterly Financial Reports.</p> <p>Provides for a process for the replenishment of the HDPRF.</p>
<p><u>3.4 Access to the HDPRF</u></p>	<p><u>8.2. Access to the HDPRF</u></p> <p><u>a. The HDPRF can only be drawn down once the total fees collected from students are less than Plan premiums and administrative allowances. A draw down of the HDPRF can only be proposed once the total fees collected are less than the cost of the Plan;</u></p> <p><u>b. No change</u></p> <p><u>c. To draw down the HDPRF, the GSA Board must provide to the GSA BFC information regarding the proposed use of the HDPRF, to the Budget and Finance Committee including information provided must include the anticipated amounts to be drawn down from the HDPRF (quoted in GSA Policy, Standing Committees, Section 4, Budget</u></p>	<p>Numbering changes throughout.</p> <p>Editorial, to enhance clarity.</p> <p>Editorial and to further enhance sound financial management and planning.</p>

	<p>and Finance Committee, 4.1.g) <u>and a rolling plan regarding the HDPRF:</u></p> <p>3.4.4 The BFC must deal with the proposal at its next regular meeting or within two (2) weeks of receipt of the request from the GSA Board (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.1.g.i.);</p> <p>i. If the BFC finds that the proposal is financially sound, it shall report <u>present</u> the proposal and the financial implications to GSA Council for approval (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.1.g.ii); and</p> <p>ii. <i>No change</i></p> <p>d. <u>GSA Council must approve any proposals the use of funds prior to use of HDPRF funds proposals being finalized and implemented.</u></p>	<p>No longer needed.</p> <p>Editorial.</p> <p>Editorial.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

DRAFT

GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: If Approved Versions

PART X FINANCES¹

1 ...

3 GSA Health and Dental Plan Reserve Fund²

3.1 Definitions

- 3.2.1 For the purposes of this Bylaw, the GSA Health and Dental Plan Reserve Fund shall be referred to as the HDPRF.

3.2 Purpose of the HDPRF

- 3.2.1 The HDPRF is meant to ensure that all Health and Dental Plan fees paid by graduate students are going towards health and dental coverage. For example, the HDPRF may be used to:
- 3.2.1.1 Lessen the GSA Health and Dental Plan fee increases from one year to another, acting as a buffer;
 - 3.2.1.2 Expand services or coverage with no or reduced GSA Health and Dental Plan fee increases; and/or
 - 3.2.1.3 Provide other services, or financial adjustments to the GSA Health and Dental Plan and its associated costs.
- 3.2.2 The HDPRF may only be used for GSA Health and Dental Plan purposes.
- 3.2.3 The administration of the HDPRF shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, GSA Health and Dental Plan Reserve Fund).

¹ Passed by GSA Council on January 17, 2011 and February 14, 2011 (R20110117.7 and R20110214.1).

² Amended by GSA Council on June 27, 2011 and July 25, 2011 (R20110627.2 and R20110725.2).

GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: If Approved Versions

PART XII GSA HEALTH AND DENTAL PLAN³

1 General

- 1.1 The GSA shall have a "GSA Health and Dental Plan", as determined by the GSA membership in a referendum of 2003 to be its group Health and Dental Plan.
- 1.2 The GSA shall have a legal agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.
- 1.3 The administration of the GSA Health and Dental Plan shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund).

³ Amended by GSA Council on June 13, 2005 and July 11, 2005 (R20050613.1 and R20050711.1).

GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: If Approved Versions

GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund

Purpose: To outline policies related to the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.

Scope: This policy outlines the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.

Related Policies & Bylaws	GSA Bylaws, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund GSA Bylaws, Part XII, Health and Dental Plan GSA Policy, Standing Committees, Section 4, Budget and Finance Committee
Related Forms	

1. Plan Availability

1. The Plan is available to members included in Part II, Section 1, of GSA Bylaw who are members as of September of each year that the Plan is in effect and to their spouses and dependents. Members who begin their programs of study in January are able to opt-in to the Plan, along with their partner/spouse and/or dependent children (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 5, Opt-in Provisions).

2. Implementation Dates

1. The GSA shall implement the plan effective September 1 of each year, in accordance with GSA Bylaw.

3. Fees

1. In this Policy, "Fee(s)" shall refer to the amount of money paid by enrolled graduate students for the Plan. The amount of the Fee includes both Plan premiums and administrative overhead. The Fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, Health and Dental Plan Reserve Fund).
2. Fees shall be collected through the University's regular student fee payment mechanism in September of each year that the Plan is in effect.
3. Fees shall be non-refundable except where a graduate student qualifies to opt-out of the Plan (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 4, Opt-out Provisions).

4. Opt-out Provisions

1. GSA members enrolled in the Plan may opt-out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated through provision of documentation as required by the administrator of the Plan, to the administrator of the Plan during the opt-out period.

5. Opt-in Provisions

GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: If Approved Versions

1. GSA members covered by the Plan may add spouses/partners and/or dependent children to the GSA Health and Dental Plan by paying additional Fees during the opt-in period.
2. The additional Fee charged to add a partner/spouse or one dependent child to the Plan shall be no more than the Fee for an individual graduate student. The additional Fee charged to add any number of additional financial dependents shall be no more than the Fee for an individual graduate student.

6. Oversight by GSA Board

1. The GSA Board is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, and to make recommendations to GSA Council regarding the Plan (quoted in GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.c).

7. Increases in Fees

1. Any increase in the Fee or modification of coverage must be approved by GSA Council on the recommendation of the GSA Board. Any increase in the Fee exceeding 15% of the previous year's Fee must also be put to a referendum.

8. GSA Health and Dental Plan Reserve Fund

1. Administration of the GSA Health and Dental Plan Reserve Fund (HDPRF)
 - a. To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) shall regularly review the HDPRF in conjunction with review of the GSA's Budget and Expenditure (Quarterly) Reports;
 - b. All surpluses from the GSA Health and Dental Plan fees must be transferred into the HDPRF at the end of the fiscal year;
 - c. The HDPRF is restricted funding and shall be kept separate from the GSA operating budget;
 - d. Any interest earned by the HDPRF shall be returned to the HDPRF; and
 - e. The HDPRF shall be replenished through the collection of fees in excess of the cost of the Plan upon the recommendation of GSA Council and on the recommendation of the GSA Board and the GSA BFC.
2. Access to the HDPRF
 - a. A draw down of the HDPRF can only be proposed once the total fees collected are less than the cost of the Plan;
 - b. The HDPRF may not be overdrawn;
 - c. To draw down the HDPRF, the GSA Board must provide to the GSA BFC information regarding the proposed use of the HDPRF, including the anticipated amounts to be drawn down from the HDPRF (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g) and a rolling plan regarding the HDPRF:
 - i. If the GSA BFC finds that the proposal is financially sound, it shall report present the proposal and the financial implications to GSA Council for approval (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g.i); and
 - ii. If the GSA BFC finds that the proposal is financially unsound, it shall report its findings to the GSA Board for reconsideration (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g.ii).
 - d. GSA Council must approve any proposals prior to use of HDPRF funds.

GSA Bylaw, Part X, Finances (Section 3, Health and Dental Plan Reserve Fund), GSA Bylaw, Part XII, Health and Dental Plan, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: If Approved Versions

Outline of Issue (GSA Council)

GSA Council Members and GSA Council Quorum: Proposed Revisions to GSA Bylaw, FIRST READING

Suggested Motion for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revisions to GSA Bylaw, Part III, Council, as presented in the attached triple column and “if approved” documents, **effective upon the second reading**.

NOTE 1: The proposed revision to GSA Bylaw will have a second reading by GSA Council at its meeting of December 8, 2014.

NOTE 2: Additional changes to this section of GSA Bylaw are set forth in the package of other proposed revisions and additions to GSA Bylaw and Policy before GSA Council members (Item 6).

Background:

GSA Consultant Roy Coulthard proposed revisions to GSA Bylaw, Part III, Council, to clarify GSA Council Membership and Quorum. Proposed revisions include clarification of how meetings are called, who constitutes the membership of GSA Council, and that 14 voting Councillors are required for Quorum.

The GSA Board considered the proposed revisions at its meeting of November 5, 2014, and unanimously recommended they be forwarded to Council for consideration.

Jurisdiction:

GSA Bylaw, Part I, Section 1.2

“These Bylaws ... may be amended by two two-thirds majority votes of Council held on seven calendar days’ notice of motion and no less than one week apart”.

GSA Bylaws, Part III Council (Quorum): Proposed Revisions to GSA Bylaw

Current Bylaw / Policy (<i>Deletions noted by a strikethrough</i>)	Proposed Revisions (<i>Additions Underlined</i>)	Rationale / Background
1. Mandate		
1.1 ...	No Changes	
2 GSA Council Composition		
<p>2.1 Council is comprised of:</p> <p>2.1.1 All Officers (Part IV);</p> <p>2.1.2 One Councillor from each department, faculty, or extra-departmental unit at the University that offers a graduate program;</p> <p>2.1.3 Ten Councillors-at-Large; and</p> <p>2.1.4 The GSA Directors as non-voting members.</p>	<p>2.1 <u>The following Members of the GSA shall be Councillors:</u></p> <p>2.1.1 All <u>GSA Directly-Elected Officers</u> (Part IV);</p> <p>2.1.2 <u>All GSA Council-Elected Officers and Deputies</u> (Part IV) as non-voting members;</p> <p>2.1.3 One Councillor <u>elected</u> from each department, faculty, or extra-departmental unit at the University that offers a graduate program;</p> <p>2.1.4 Ten Councillors-at-Large <u>elected annually by Members (see GSA Policy, Elections, By-Elections for information on how Councillor-at-Large vacancies are filled)</u>; and</p> <p>2.1.5 The GSA Directors as non-voting members.</p>	<p>Change to ensure it is clear that all members of Council are Councillors</p> <p>Clarification between Directly-Elected and Council-Elected Officers, and that Council-Elected Officers and Deputies are not intended to be voting members of Council</p> <p>Clarification that Departmental Councillors should be elected to their position per the <i>Post-Secondary Learning Act</i> Section 95(1)(a)</p> <p>Clarification that Councillors-at-Large are elected to their position per the <i>Post-Secondary Learning Act</i> Section 95(1)(a), and reference to by-election information for filling of vacant CAL positions</p> <p>Numbering changes throughout</p>
...	No Change	
3 Meetings		
		<p><i>WILL BE RENUMBERED PENDING APPROVAL OF OTHER PROPOSED REVISIONS AND ADDITIONS TO GSA BYLAW AND POLICY SET FORTH IN THE PACKAGE BEFORE GSA</i></p>

GSA Council Members and GSA Council Quorum: Proposed Revisions to GSA Bylaw, Triple Column

		<i>COUNCIL MEMBERS (ITEM 6)</i>
3.1 Regular meetings of Council shall be scheduled to be held on a monthly basis in accordance with Standing Orders.	3.1 Regular meetings of <u>GSA Council, normally monthly</u> , shall be scheduled in accordance with Standing Orders <u>of Council</u> .	Details on scheduling meetings can be found in Standing Orders of Council
3.2 Special meetings of Council shall be called by any of the following, subject to at least one (1) week’s notice: 3.2.1 ...	3.2 Special meetings of <u>GSA Council</u> shall be called by <u>the Speaker following receipt of</u> any of the following, <u>and</u> subject to <u>the provision of a proposed agenda with</u> at least one (1) week’s notice <u>(provided such notice is possible in the event of a need for an urgent meeting)</u> : 3.2.1 No Change	This provides certainty for Council that they will not receive materials with insufficient time to review them, provided there isn't the unavoidable need for an urgent meeting. 'Special' and 'Urgent' meetings will be defined in GSA Standing Orders of Council
3.3 ...	3.3 No Change	
3.4 Quorum for any Council meeting shall consist of fourteen (14) Councillors .	3.4 Quorum for any GSA Council meeting shall consist of fourteen (14) <u>voting Councillors</u> .	Clarification that Quorum requires Councillors who can vote (ie, not Council-Elected Officers and Deputies or GSA Directors)
3.5 ...	3.5 No Change	

NOTE: Additional changes to this section of GSA Bylaw are set forth in the “Elections and Judicial Package” before GSA Board members as Item 3.

PART III COUNCIL

...

2 GSA Council Composition

2.1 The following Members of the GSA shall be Councillors:

2.1.1 All Directly-Elected Officers (see GSA Bylaw, Officers);

2.1.2 All Council-Elected Officers and Deputies as non-voting members (see GSA Bylaw, Officers);

2.1.3 One (1) Councillor elected from each department, faculty, or extra-departmental unit at the University that offers a graduate program;

2.1.4 Ten (10) Councillors-at-Large elected annually by the Members (see GSA Policy, Elections, By-Elections for information on how Councillor-at-Large vacancies are filled); and

2.1.5 The GSA Directors as non-voting members.

...

3 Meetings *WILL BE RENUMBERED PENDING APPROVAL OF OTHER PROPOSED REVISIONS AND ADDITIONS TO GSA BYLAW AND POLICY SET FORTH IN THE PACKAGE BEFORE GSA COUNCIL MEMBERS (ITEM 6)*

3.1 Regular meetings of GSA Council, normally monthly, shall be scheduled in accordance with the Standing Orders of Council.

3.2 Special meetings of GSA Council shall be called by the Speaker following receipt of any of the following, and subject to the provision of a proposed agenda with at least one (1) week’s notice (provided such notice is possible in the event of a need for an urgent meeting):

3.2.1 A Motion of GSA Council at any GSA Council meeting;

3.2.2 A Motion of the GSA Board;

3.2.3 A petition signed by ten (10) or more Councillors, to be received by the GSA Board; or

3.2.4 A petition signed by at least one hundred (100) Members of the GSA.

3.3 Any request for a special meeting of GSA Council as denoted in 3.2 shall specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated by GSA Bylaw, be restricted to the specified purpose of the meeting.

3.4 Quorum for any GSA Council meeting shall consist of fourteen (14) voting Councillors.

3.5 GSA Council meetings shall be conducted according to the Standing Orders of Council.

GSA Council Members and GSA Council Quorum:

Proposed Revisions to GSA Bylaw, If Approved Version

8.4

3.5.1 GSA Council has the authority to make alterations to the Standing Orders of Council by a simple majority vote at one (1) meeting of GSA Council.

Outline of Issue (GSA Council)

Officer Portfolios: Proposed Revisions to GSA Policy, ONLY READING

Suggested Motion for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **APPROVE**, on the recommendation of the GSA Governance Committee, the proposed revisions to GSA Policy, Officer Portfolios, as contained in the attached triple column and “if approved” documents, **effective immediately**.

Background:

The proposed revisions **add clarity to the time commitments associated with the GSA Directly-Elected Officer positions and more accurately align the duties associated with each portfolio with current practice.**

They also address the manner in which GSA representatives are selected to serve on University search and review committees for University President, Provost, Vice-President, and equivalents. Currently, the GSA Nominating Committee “acts for the GSA in electing representatives to serve on search/review committees of the Provost, VPs, or equivalents” (GSA Policy, Nominating, Section 6.2). **The GSA NoC has now had enough experience with University Presidential and Vice-Presidential search and review committees to have reached the conclusion that it is in the GSA’s best interest if one of the Directly-Elected Officers serves on those committees because they work most closely with these University portfolios.**

Every University Vice-Presidential portfolio has an impact on the weekly business discussed in GSA Board meetings. Therefore, the GSA NoC has proposed removing the responsibility of filling GSA representative positions on search and review committees for the University President, Provost, Vice-Presidents, and equivalents from GSA Nominating Policy. Instead, they have proposed that the GSA President should be expected to serve on these committees, or be allowed to appoint a delegate to serve in their place.

The GSA Governance Committee voted, via email, on November 5, 2014 to recommend the attached proposed revisions to GSA Council. The GSA Board reviewed the proposed revisions for information and onward transmission to GSA Council at its meeting of November 5, 2014.

Jurisdiction:

GSA Bylaw, Part I, Section 2.2

“The GSA Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council.”

GSA Policy, Standing Committees, Section 3.2.i

The GSA Governance Committee shall “advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues.”

Prepared by C Thomas and E Schoeck for GSA Council November 17, 2014

Officer Portfolios: Proposed Revisions to GSA Policy, Triple Column

GSA Policy, Officer Portfolios: Proposed Revisions

Current Bylaw / Policy (<i>Deletions noted by a strikethrough</i>)		Proposed Changes (<i>Additions Underlined</i>)		Rationale / Background						
<p>Purpose: To outline the duties of and qualifications for the Officer positions.</p> <p>Scope: This policy sets out Council’s expectations of the Directly-Elected Officers.</p>		<p>Purpose: To outline the duties of and qualifications for the <u>GSA</u> Officer positions.</p> <p>Scope: This policy sets out <u>GSA</u> Council’s expectations of <u>GSA Officers</u>.</p>		<p>Editorial.</p> <p>Proper cross-referencing of related GSA Bylaw and Policy.</p>						
<table border="1"> <tr> <td>Related Policies & Bylaws</td> <td> GSA Bylaws, Part IV, Officers GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board </td> </tr> <tr> <td>Related Forms</td> <td></td> </tr> </table>	Related Policies & Bylaws	GSA Bylaws, Part IV, Officers GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board	Related Forms			<table border="1"> <tr> <td>Related Policies & Bylaws</td> <td> <u>GSA Bylaw, Part III, Council, Section 6</u> GSA Bylaw, Part IV, Officers <u>GSA Bylaw, Part VII, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers</u> <u>GSA Bylaw, Part VIII, Elections</u> <u>GSA Policy, Performance of GSA Committee Members, and Representatives on University Governing Bodies and Committees</u> GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board </td> </tr> <tr> <td>Related Forms</td> <td></td> </tr> </table>	Related Policies & Bylaws	<u>GSA Bylaw, Part III, Council, Section 6</u> GSA Bylaw, Part IV, Officers <u>GSA Bylaw, Part VII, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers</u> <u>GSA Bylaw, Part VIII, Elections</u> <u>GSA Policy, Performance of GSA Committee Members, and Representatives on University Governing Bodies and Committees</u> GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board	Related Forms	
Related Policies & Bylaws	GSA Bylaws, Part IV, Officers GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board									
Related Forms										
Related Policies & Bylaws	<u>GSA Bylaw, Part III, Council, Section 6</u> GSA Bylaw, Part IV, Officers <u>GSA Bylaw, Part VII, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers</u> <u>GSA Bylaw, Part VIII, Elections</u> <u>GSA Policy, Performance of GSA Committee Members, and Representatives on University Governing Bodies and Committees</u> GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board									
Related Forms										
1. General Qualifications		1. General Qualifications								
<p>1. Candidates must have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.</p>		<p>1. <u>Elected Officers and candidates</u> must have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.</p> <p>2. <u>Elected Officers and candidates for elected office shall have as much flexibility as possible in their schedules in order to fulfill the duties of their position.</u></p> <p>3. <u>Elected Officers and candidates for elected office shall abide by all GSA Bylaws and Policies with respect to</u></p>		<p>Renumbering throughout.</p> <p>Added specificity regarding availability needs.</p> <p>Added sections to clarify conduct, performance, conflict of interest, and conflict of commitment.</p>						

<p>2. Candidates shall be in good academic standing.</p> <p>3. Candidates shall have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to “jump in” to a University committee or process in order to ensure that the GSA voice is heard.</p> <p>4. All Directly-Elected Officers must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.</p> <p>5. Depending on the unique backgrounds and skills of Directly-Elected Officers, they may be required to assist with special projects or aspects of a colleague’s portfolio. All Directly-Elected Officers may serve as a delegate for another Directly-Elected Officer on any university committee where this parent body (eg GFC) allows such delegation.</p> <p>6. Directly-Elected Officers shall assist the VP External with departmental orientations as needed.</p> <p>7. Note: Committee duties for Directly-Elected Officers change regularly. The duties for each Directly-Elected Officer position shall be updated each year and reported to GSA Council.</p>	<p><u>conduct, performance, conflict of interest, and conflict of commitment.</u></p> <p>4. <u>Elected Officers and candidates for elected office shall self-disclose any conflict of commitment or conflict of interest, real or perceived, to the President and/or Executive Director as soon as it arises.</u></p> <p>5. <u>Elected Officers and candidates for elected office shall be graduate students in good academic standing.</u></p> <p>6. <u>Elected Officers and candidates for elected office shall have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to “jump in” to a University governing body, committee, or process in order to ensure that the GSA voice is heard.</u></p> <p>7. <u>Elected Officers and candidates for elected office must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.</u></p> <p>8. Depending on the unique backgrounds and skills of Directly-Elected Officers (DEOs), they may be called upon to assist with special projects or aspects of a colleague’s portfolio. All DEOs may serve as a delegate for another DEO on any University <u>governing body or committee that allows for such delegation.</u> The GSA Board shall be <u>consulted on such delegations.</u></p> <p>9. <u>All DEOs shall serve as substitutes for each other on governing bodies and committees as needed and where allowed. The GSA Board shall be consulted on such delegations.</u></p> <p>10. <u>All DEOs shall assist with departmental orientations as needed and shall participate in non-advocacy and relationship building events (eg, U School Convocation, convocation ceremonies, etc) as needed.</u></p> <p>11. <u>Duties for DEOs change regularly. The duties for each DEO position shall be updated each year and reported to GSA Council.</u></p>	<p>Enhanced specificity surrounding who can run for elected office (“graduate students”) and to whom academic standing requirements apply.</p> <p>Clarify of whom this is expected.</p> <p>Clarify of whom this is expected.</p> <p>Editorial and to align GSA policy with current practice with respect to the role of the GSA Board in delegations.</p> <p>To align GSA policy with current practice.</p> <p>To align GSA Policy with current practice.</p> <p>Editorial and renumbered from previous number 7.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>2. President</p>	<p>2. President</p>	
<p>1. Duties</p> <p>a. As President and CEO of the GSA, the President has overall responsibility for ensuring the long-term effectiveness of the GSA at all levels.</p> <p>b. The President will name an executive Vice-President and, should the President be unable to act for any reason (eg illness, research field trip), as determined by the Speaker and Executive Director, the executive Vice-President will assume the President’s duties; any such instance will be reported to Council at its next subsequent meeting. A second Vice-President will also be designated to serve as Acting President should the President and Executive Vice-President be unable to act for any reason. See also GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President.</p> <p>c. The President ensures that the GSA carries out its legal functions as specified in the <i>Post-Secondary Learning Act</i>.</p> <p>d. The President leads the organization internally by shaping a cohesive, cross-trained, dynamic team of Vice-Presidents and managers, and by developing relationships with the University Vice-Presidents, Chair of the Board of Governors, and Chancellor that advance the GSA’s strategic goals.</p> <p>e. The President leads development of a strategic work plan for the GSA and works in concert with the Vice-President Labour to craft the GSA’s bargaining position and to strategize concerning tuition and other crucial, “big ticket” issues facing graduate students.</p> <p>f. The President leads the GSA on bodies external to the GSA. This includes:</p> <p>i. Membership on the Board of Governors and General Faculties Council.</p> <p>ii. Playing a lead role in provincial lobbying, along with the VP External.</p> <p>iii. Active participation in the Western Canadian Graduate Student Summit and GU15, etc, along with</p>	<p>1. Duties</p> <p>a. <i>No change.</i></p> <p>b. <i>No change.</i></p> <p>c. <i>No change.</i></p> <p>d. <i>No change.</i></p> <p>e. <i>No change.</i></p> <p>f. <i>No change:</i></p> <p>i. <i>No change.</i></p> <p>ii. <i>No change.</i></p> <p>iii. <i>No change.</i></p>	<p>Renumbering throughout.</p>

<p>the VP External.</p> <p>iv. Advocating for graduate student issues at the municipal, provincial, and federal levels, along with the VP External.</p> <p>g. The President carries out the above in large part through excellent navigation through a complex governance system, by managing a diverse set of human and financial resources, and by tending constantly to maintenance of key personal and professional relationships.</p> <p>h. The President maintains the relationship with TD Insurance Meloche Monnex, provider of insurance and other such services for graduate students and may delegate this responsibility.</p> <p>i. The President keeps a watchful eye on the hours spent by the Vice- Presidents on their portfolios in order to balance work-loads.</p> <p>j. The position of President requires daily contact with the Executive Director and Executive Assistant, weekly contact with the Executive Director on financial matters, daily or weekly contact with the Vice-President Labour as needed, and at least weekly contact with the Vice-President Academic, Vice-President External, and Vice-President Student Services.</p> <p>k. The position of President averages forty (40) hours per week.</p>	<p>iv. <i>No change.</i></p> <p>g. <i>No change.</i></p> <p>h. <u>The President (or a delegate, normally a VP) represents the GSA on search/review committees of the University President, Provost, Vice-Provosts, or equivalents. The President shall consult with the GSA Nominating Committee (GSA NoC) regarding delegations.</u></p> <p>i. <i>No change.</i></p> <p>j. <u>The President is an active participant in events associated with Alumni Weekend.</u></p> <p>k. <i>No change.</i></p> <p>l. The position of President requires daily contact with the ED and Executive Assistant, weekly contact with the ED on financial matters, daily or weekly contact with the VPL as needed, and at least weekly contact with the VPE, <u>Vice-President Academic (VPA), and Vice-President Student Services (VPSS).</u></p> <p>m. <u>The position of President totals approximately thirty (30) to forty (40) hours per week on average and will include evenings and weekends and, along with the VPE, more participation in travel associated with conferences and advocacy opportunities than found in other portfolios. This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.</u></p>	<p>Service of such committees is politically sensitive and such delegations are of the utmost importance to the GSA.</p> <p>This is a key function of the GSA President and this change aligns GSA Policy with current practice.</p> <p>Addition of the Vice-President Academic.</p> <p>To align GSA Policy with current practice and workload estimates.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>2. Committees</p> <ol style="list-style-type: none"> a. The President is a non-voting member of all GSA Standing Committees. b. The President chairs the following GSA boards and committees: <ol style="list-style-type: none"> i. The GSA Board. See also GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board. ii. The Governance Committee. iii. The Budget and Finance Committee. iv. The Nominating Committee, except during the “Early Call for Talent,” where the Vice-Chair takes the lead. c. The President or delegate chairs any committees or caucuses associated with provincial lobbying. d. The President is a member of the GSA GFC Caucus and GSA FGSR Council Caucus. e. The President is a member of the following University boards and committees: <ol style="list-style-type: none"> i. The Board of Governors. ii. The Board Finance and Property Committee (BFPC). iii. The Board Learning and Discovery Committee (BLDC). iv. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to the Vice-President Labour by the full Board of Governors. v. The Board University Relations Committee (BURC). vi. The General Faculties Council (GFC). vii. The GFC Academic Planning Committee (APC). viii. The University Tuition Budget Advisory Committee and Mandatory Non-Instructional Fees Budget Advisory Committee (TBAC/MBAC). ix. Any committee related to graduate student market modifiers. x. The China Institute Board, which the President may delegate. <p>3. Qualifications</p> <ol style="list-style-type: none"> a. Candidates must have some experience with budget, negotiations and governance, ideally at the university level. 	<p>2. Committees</p> <ol style="list-style-type: none"> a. <i>No change.</i> b. <i>No change:</i> <ol style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> iii. <i>No change.</i> iv. <i>No change.</i> c. <i>No change.</i> d. <i>No change.</i> e. <i>No change:</i> <ol style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> iii. <i>No change.</i> iv. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to a <u>Vice-President</u> by the full Board of Governors. v. <i>No change.</i> vi. <i>No change.</i> vii. <i>No change.</i> viii. <i>No change.</i> ix. <i>No change.</i> x. <i>No change.</i> <p>3. Qualifications</p> <ol style="list-style-type: none"> a. <i>No change.</i> 	<p>Normally the Vice-President Labour but there is no requirement that it be the VPL.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

<p>3. Vice-President Academic</p>		
<p>1. Duties</p> <p>a. The VPA is the GSA’s voice at the central governance table on all matters related to the academic life of a graduate student.</p> <p>b. The responsibilities of the VPA mirror the responsibilities of the University Provost and Vice-Provosts and embrace a wide swath of essential matters, from grading/assessment to use of e-mail; the list of committees the VPA attends provide a clear picture of the depth and breadth of this portfolio.</p> <p>c. The VPA must be able to attend a large number of meetings, most of which have preset meetings dates.</p> <p>d. The position of VPA requires regular contact every week with the President, Executive Director and Executive Assistant and with the other Vice-Presidents weekly as needed.</p> <p>e. The position of VPA averages forty (40) hours per week; the Vice President External is expected to assist the VPA for approximately ten (10) hours per week on committee assignments.</p> <p>2. Committees</p> <p>a. The VPA is a member of the GSA Negotiating Committee.</p> <p>b. The VPA chairs the GSA FGSR Council Caucus and GSA GFC Caucus.</p> <p>c. The VPA is a member of the following University boards and committees:</p>	<p>1. Duties</p> <p>a. <i>No change.</i></p> <p>b. <i>No change.</i></p> <p>c. <u>The VPA may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).</u></p> <p>d. <i>No change.</i></p> <p>e. <u>The position of VPA totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.</u></p> <p>2. Committees</p> <p>a. <i>No change.</i></p> <p>b. <i>No change.</i></p> <p>c. <i>No change:</i></p>	<p>Renumbering throughout.</p> <p>Not true solely of the Vice-President Academic and addressed in “General Qualifications”.</p> <p>To align GSA Policy with current practice.</p> <p>To align GSA Policy with current practice and workload estimates.</p>

<ul style="list-style-type: none"> i. The Faculty of Graduate Studies and Research Council (FGSR Council). ii. The FGSR Council Policy Review Committee. iii. The FGSR Dean’s Advisory Committees. iv. The FGSR Graduate Scholarship Committee. v. The FGSR Academic Appeals Committee. vi. The General Faculties Council (GFC) as the statutory member. vii. The GFC Executive Committee. viii. The GFC Academic Standards Committee (GFC ASC). ix. The GFC ASC Subcommittee on Standards (GFC ASC SOS). x. The GFC Campus Law Review Committee (GFC CLRC). xi. The GFC Committee on the Learning Environment (GFC CLE). xii. The GFC University Teaching Awards Committee (GFC UTAC). xiii. The GFC University Research Policy Committee (GFC URPC). xiv. The GFC Teaching, Learning, and Technology Council (GFC TLAT). xv. The Academic Policy and Process Review Committee. xvi. The Centre for Teaching and Learning Advisory Committee. xvii. The Vice President Research Review Committee. xviii. The University Writing Committee. xix. The Administration Information Systems Steering Committee. <p>3. Qualifications</p> <ul style="list-style-type: none"> a. Candidates should have some experience with governance at the university level as well as the ability to work hand-in-hand with all levels of administration, or directly related experience as determined by the CRO, who may consult as needed. 	<ul style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> iii. <i>No change.</i> iv. <i>No change.</i> v. <i>No change.</i> vi. <i>No change.</i> vii. <i>No change.</i> viii. <i>No change.</i> ix. <i>No change.</i> x. <i>No change.</i> xi. <i>No change.</i> xii. <i>No change.</i> xiii. <i>No change.</i> xiv. <i>No change.</i> xv. <i>No change.</i> xvi. <i>No change.</i> xvii. <i>No change.</i> xviii. <i>No change.</i> xix. <u>Committees related to graduate supervision and graduate education quality measures.</u> xx. <u>Committees related to graduate student attributes and competencies.</u> <p>3. Qualifications</p> <ul style="list-style-type: none"> a. Candidates should have some experience with governance at the university level as well as the ability to work with all levels of administration. 	<p>Moved to the President’s portfolio, with a provision for delegation.</p> <p>A holdover from earlier GSA Policy.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

<p>4. Vice-President Labour</p>		
<p>1. Duties</p> <p>a. The VPL is the chief negotiator of the Collective Agreement with the University covering all academically-employed graduate students.</p> <p>b. The VPL also negotiates other matters with the University related to graduate student employment, including those issues concerning academically-related employment and issues regarding interpretation of the Agreement.</p> <p>c. The VPL is the key Directly-Elected Officer responsible for defining the GSA’s approach to market modifiers; this area of responsibility results in the disposition of hundreds of thousands of dollars to graduate students in various forms.</p> <p>d. The VPL receives and seeks resolution of complaints and concerns from graduate students about employment matters, working in concert with the Faculty of Graduate Students and Research, the Graduate Ombudsperson, and the GSA Labour Professional.</p> <p>e. The VPL may serve as the delegate for the President or Vice Presidents at any meeting where a delegate is allowed, such as the Board Safety, Health, and the Environment Committee (BSHEC).</p> <p>f. Time permitting, the VPL may take on or direct specific projects as determined after consultation with the President, GSA Board, Labour Relations Committee, or Council.</p> <p>g. In years where there are no direct negotiations, the President and VPL, in consultation with the CRO and Executive Director if needed, will decide on special projects to be undertaken by the VPL.</p> <p>h. The position of VPL requires close contact with the President, GSA Labour Professional, and Executive Director, and regular contact with all Vice-Presidents and the Executive Assistant.</p> <p>i. The position of VPL averages thirty (30) hours per week.</p>	<p>1. Duties</p> <p>a. <i>No change.</i></p> <p>b. <i>No change.</i></p> <p>c. <i>No change.</i></p> <p>d. <i>No change.</i></p> <p>e. <u>The VPL may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).</u></p> <p>f. <u>The VPL may be assigned by the President to take on specific labour-related projects (eg reviewing departmental graduate studies policies for CA compliance to ensure compliance with the CA and other efforts with respect to education and compliance with the CA).</u></p> <p>g. <i>No change.</i></p> <p>h. <u>The position of VPL totals approximately twenty (20)</u></p>	<p>Renumbering throughout.</p> <p>To align GSA Policy with current practice.</p> <p>To align GSA Policy with current practice.</p> <p>To align GSA Policy with current practice and workload</p>

<p>2. Committees</p> <ol style="list-style-type: none"> a. The Vice-President Labour chairs the GSA Labour Relations Committee and the GSA Negotiating Committee. b. The Vice-President Labour is a member of the GSA Awards Selection Committee, the GSA Governance Committee, and the GSA FGSR Council Caucus. c. The Vice-President Labour is a member of the following University committees: <ol style="list-style-type: none"> i. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to the Vice-President Labour in lieu of the President by the full Board of Governors. ii. The Faculty of Graduate Studies and Research Council (FGSR Council). iii. The FGSR Graduate Program Administrator's Council (GPAC). iv. The Workplace Health Promotion Advisory Committee. v. The Alcohol Policy Review Committee. vi. The Campus Security Services Commission. <p>3. Qualifications</p> <ol style="list-style-type: none"> a. Candidates should have a background in law and/or business and/or labour issues. b. Previous experience on the GSA Labour Relations Committee or the GSA Negotiating Committee would be both desirable and advantageous. 	<p><u>to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.</u></p> <p>2. Committees</p> <ol style="list-style-type: none"> a. <i>No change.</i> b. <i>No change.</i> c. <i>No change:</i> <ol style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> iii. <u>The Protective Services Advisory Committee (PSAC).</u> <p>3. Qualifications</p> <ol style="list-style-type: none"> a. <i>No change.</i> b. <i>No change.</i> 	<p>estimates.</p> <p>Normally the Vice-President Labour but there is no requirement that it be the VPL.</p> <p>The GSA no longer attends GPAC meetings.</p> <p>List of committees updated to reflect current practice.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>5. Vice-President External</p>		
<p>1. Duties</p> <p>a. The VPE has overall responsibility for student life and engagement and shares responsibility for external advocacy and representation with the GSA President. This includes but is not limited to:</p> <ul style="list-style-type: none"> i. Residence life. ii. Engagement with University or departmental activities. iii. Fundraising for scholarships. iv. External advocacy and representation. <p>b. The above areas of responsibility may change over the term of the position as the University shifts its focuses with respect to student life activities and external advocacy and representation.</p> <p>c. The VPE is responsible for advising the Executive Director on matters related to Orientation, Awards Night, and similar activities, with the Directors responsible for delivery of these events.</p> <p>d. The position of VPE requires weekly contact with the President and Director of Operations, and with the other Vice-Presidents weekly as needed.</p> <p>e. The above duties of VPE require approximately twenty (20) hours per week.</p> <p>f. Under the President's direction, the VPE also assists with all other portfolios and with special projects for approximately an additional ten (10) hours per week.</p>	<p>1. Duties</p> <p>a. <i>No change:</i></p> <ul style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> <p>iii. <i>No change.</i></p> <p>b. The VPE is responsible for consulting with the GSA Board and the ED or delegate on matters related to Orientation, Awards Night, and similar activities, with the ED responsible for delivery of these events.</p> <p>c. <u>The VPE may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).</u></p> <p>d. <i>No change.</i></p> <p>e. <u>The position of VPE totals approximately twenty (20) to thirty (30) hours per week on average and will include evenings and weekends (the VPE portfolio normally contains the most evening and weekend hours and requires a very flexible schedule in order to attend occasionally hastily called meetings related to external advocacy and representation. Along with the President, the VPE portfolio contains more</u></p>	<p>Renumbering throughout.</p> <p>No longer done.</p> <p>True of all portfolios.</p> <p>To align GSA Policy with current practice.</p> <p>To align GSA Policy with current practice.</p> <p>To align GSA Policy with current practice and workload estimates.</p>

<p>2. Committees</p> <ol style="list-style-type: none"> a. The VPE chairs the GSA Awards Selection Committee, and co-chairs the GSA Student Affairs Advisory Committee with the VPSS. b. The VPE is a member of the GSA Labour Relations Committee. c. The VPE sits on the following University boards and committees: <ol style="list-style-type: none"> i. The Residence Halls Association. ii. The Student Extracurricular Activity Grant Committee. iii. The Athletics & Recreation Fees Advisory Group. iv. The Recreation Action Committee. v. The Residence Budget Advisory Committee (RBAC). vi. The Council on Student Affairs (COSA). vii. The Alumni Council. viii. The Alumni Council Student Life Subcommittee. ix. The Festival of Ideas. x. The Festival of Teaching Steering Committee. xi. The Campus Recreation Advisory Committee. xii. The Student Engagement Grants Committee. <p>3. Qualifications</p> <ol style="list-style-type: none"> a. Candidates should have some experience with student life issues. b. Because this position assists with all other portfolios, experience with governance issues is desirable. c. Experience with external advocacy or representation would be advantageous. 	<p><u>participation in travel associated with conferences and advocacy opportunities than found in other portfolios). This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.</u></p> <p>2. Committees</p> <ol style="list-style-type: none"> a. <i>No change.</i> b. <i>No change.</i> c. <i>No change:</i> <ol style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> iii. The Council on Student Affairs (COSA), <u>which the VPE may delegate.</u> iv. <i>No change.</i> v. <i>No change.</i> vi. <i>No change.</i> vii. <i>No change.</i> viii. <i>No change.</i> <p>3. Qualifications</p> <ol style="list-style-type: none"> a. <i>No change.</i> b. <i>No change but renumbered.</i> 	<p>List of committees updated to reflect current practice.</p> <p>True of all portfolios.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

<p>6. Vice-President Student Services</p>		
<p>1. Duties</p> <p>a. The VPSS has overall responsibility for the proper disposition of funds received from the University for disbursement to graduate students, and works closely with the Director of Operations in this regard; these funds presently support Professional Development Awards, Emergency Bursaries, and Child Care Grants.</p> <p>b. The VPSS oversees the Health and Dental Plan and Graduate Student Assistance Program, and ensures that there is solid value for these services for the dedicated fees paid by graduate students to support them.</p> <p>c. The VPSS oversees and leads the Departmental Liaison Initiative, including connecting with departmental graduate student associations, supporting graduate student groups, graduate student engagement in GSA governance, and GSA-delivered departmental orientations.</p> <p>d. The VPSS shall maintain awareness of student groups with respect to risk management and work closely with the GSA Directors in this respect.</p> <p>e. The VPSS is overall in charge of attending University committees that discuss space for the University community, including collaborative social space, housing, social space, and any other space that the GSA deems is needed or which may be part of any memoranda of understanding the GSA has signed in the past (eg the various Power Plant agreements). This area of responsibility includes close contact with the GFC Facilities Development Committee, the University Architect and the Associate VP Facilities and Operations or equivalent.</p> <p>f. The VPSS is responsible for coordination with University Student Services and the Dean of Students Office regarding all services offered to graduate students by the University (eg CaPS, U-Pass, Student Success Centre). This</p>	<p>a. Duties</p> <p>a. <i>No change.</i></p> <p>b. <i>No change.</i></p> <p>c. <i>No change.</i></p> <p>d. <i>No change.</i></p> <p>e. <i>No change.</i></p> <p>f. <i>No change.</i></p>	

<p>responsibility includes ensuring that non-instructional mandatory fees paid to the University are returned to students in the form of relevant and timely service provision that meet graduate students' needs.</p> <p>g. The VPSS is responsible, in collaboration with the GSA Board, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.</p> <p>h. The position of VPSS requires regular contact with the Director of Operations and also with the Executive Director and Executive Assistant.</p> <p>i. The position of VPSS averages thirty (30) hours per week.</p> <p>2. Committees</p> <p>a. The VPSS co-chairs the GSA Student Affairs Committee with the VPE.</p> <p>b. The VPSS is a member of the following University boards and committees:</p> <ul style="list-style-type: none"> i. Committees related to the U-Pass (including the committee external to the University). ii. The General Faculties Council Facilities Development Committee (GFC FDC). iii. The GFC FDC Subcommittee on Learning Spaces. iv. The Student Action Committee on International Engagement (SAIC). v. The Campus Food Bank. 	<p>g. <i>No change.</i></p> <p>h. <u>The VPSS may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).</u></p> <p>i. <i>No change but renumbered.</i></p> <p>j. <u>The position of VPSS totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.</u></p> <p>2. Committees</p> <p>a. <i>No change.</i></p> <p>b. <i>No change:</i></p> <ul style="list-style-type: none"> i. <i>No change.</i> ii. <i>No change.</i> iii. <i>No change.</i> iv. <u>The Standing Advisory Council on International Engagement (SACIE).</u> v. <u>Committees related to the Campus Food Bank.</u> 	<p>To align GSA Policy with current practice.</p> <p>To align GSA Policy with current practice and workload estimates.</p> <p>List of committees updated to reflect current practice.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>vi. The Dewey's Advisory Group.</p> <p>vii. The Sector 8 Review Committee.</p> <p>viii. The Student Financial Aid Task Force.</p> <p>ix. The ONECard Student Advisory Group.</p> <p>x. The Health Services Advisory Group / Health Promotion Advisory Committee.</p> <p>xi. The Dining Services Focus Group.</p> <p>xii. University Student Services.</p> <p>xiii. The Health Centre Advisory Group. and</p> <p>xiv. Committees related to the Physical Activity and Wellness Centre.</p> <p>3. Qualifications</p> <p>a. Candidates should have some experience with student services issues.</p>	<p>vi. <u>Committees related to Dewey's and the North Power Plant.</u></p> <p>vii. <u>Committees related to campus space planning.</u></p> <p>viii. <i>No change.</i></p> <p>ix. <u>Committees related to University student services.</u></p> <p>x. <i>No change.</i></p> <p>xi. <i>No change.</i></p> <p>3. Qualifications</p> <p>a. Candidates should have some experience with student services issues.</p>	
<p>7. Speaker</p>		
<p>1. Duties</p> <p>a. The Speaker is responsible for presiding over meetings of Council in accordance with the Standing Orders of Council.</p> <p>b. The Speaker shall see that an agenda package is prepared for all meetings of Council.</p> <p>c. The Speaker is ultimately responsible for review of the Minutes of meetings of Council prior to their being distributed to Council for approval.</p> <p>d. The Speaker is responsible for tracking attendance at meetings of Council.</p> <p>e. The Speaker oversees the archiving of the official copies</p>	<p>1. Duties</p> <p>a. <u>The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings and for "[acting] in a neutral capacity and [maintaining] order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion" (GSA Standing Orders of Council, Role of Speaker).</u></p> <p>b. <u>The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council (see GSA Bylaw, Part III, Council).</u></p> <p>c. <i>No change but renumbered.</i></p> <p>d. <i>No change but renumbered.</i></p> <p>e. The Speaker is responsible for tracking attendance at meetings of GSA Council (<u>see GSA Bylaw, Part III, Council, Section 6).</u></p> <p>f. <i>No change.</i></p>	<p>Renumbering throughout.</p> <p>To reflect the Speaker's role as described in the other revisions to GSA Bylaw and Policy on Council, Officers, and Elections before GSA Council and as described in the Standing Orders.</p> <p>To reflect the Speaker's role as described in the other revisions to GSA Bylaw and Policy on Council, Officers, and Elections before GSA Council.</p> <p>Insertion of an appropriate reference to GSA Bylaw.</p>

<p>of the GSA’s governing documents and is responsible for ensuring that up-to-date copies thereof are available to members on the website.</p> <p>f. The position of Speaker averages two (2) hours per week, except for weeks where there is a Council meeting, in which case there is an average of five (5) hours.</p> <p>2. Restrictions</p> <p>a. The Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaws.</p> <p>3. Qualifications</p> <p>a. The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.</p>	<p>g. The position of Speaker totals approximately two (2) hours per week <u>on average</u>, except for weeks where there is a <u>GSA</u> Council meeting, in which case there is an average of five (5) hours.</p> <p>2. Restrictions</p> <p>a. <i>No change.</i></p> <p>b. <u>The Speaker shall not campaign for or endorse any candidate whatsoever in a GSA General Election or By-Election (see GSA Bylaw, Part VIII, Elections, Section 6.3).</u></p> <p>3. Qualifications</p> <p>a. <i>No change.</i></p>	<p>Editorial</p> <p>To reflect the Speaker’s role as described in the other revisions to GSA Bylaw and Policy on Council, Officers, and Elections before GSA Council.</p>
<p>8. Chief Returning Officer</p>		<p>Changes not included here as they are a part of larger changes to GSA Bylaw and Policy currently before GSA Council.</p>
<p>9. Senator</p>	<p><i>No change.</i></p>	

Officer Portfolios¹ NOTE: If approved, a reference to this GSA Policy shall be added to GSA Policy, Performance of GSA Committee Members, and Representatives on University Governing Bodies and Committees

Purpose: To outline the duties of and qualifications for the GSA Officer positions.

Scope: This policy sets out GSA Council’s expectations of GSA Officers.

Related Policies & Bylaws	GSA Bylaw, Part III, Council, Section 6 GSA Bylaw, Part IV, Officers GSA Bylaw, Part VII, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers GSA Bylaw, Part VIII, Elections GSA Policy, Performance of GSA Committee Members, and Representatives on University Governing Bodies and Committees GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board
Related Forms	

1. General Qualifications

1. Elected Officers and candidates must have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.
2. Elected Officers and candidates for elected office shall have as much flexibility as possible in their schedules in order to fulfill the duties of their position.
3. Elected Officers and candidates for elected office shall abide by all GSA Bylaws and Policies with respect to conduct, performance, conflict of interest, and conflict of commitment.
4. Elected Officers and candidates for elected office shall self-disclose any conflict of commitment or conflict of interest, real or perceived, to the President and/or Executive Director as soon as it arises.
5. Elected Officers and candidates for elected office shall be graduate students in good academic standing.
6. Elected Officers and candidates for elected office shall have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to “jump in” to a University governing body, committee, or process in order to ensure that the GSA voice is heard.
7. Elected Officers and candidates for elected office must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.
8. Depending on the unique backgrounds and skills of Directly-Elected Officers (DEOs), they may be called upon to assist with special projects or aspects of a colleague’s portfolio. All DEOs may serve as a delegate for another DEO on any University governing body or committee that allows for such delegation. The GSA Board shall be consulted on such delegations.
9. All DEOs shall serve as substitutes for each other on governing bodies and committees as needed and where allowed. The GSA Board shall be consulted on such delegations.

¹ Amended by GSA Council on March 14, 2011 (R20110314.x), amended by GSA Council on October 21, 2013 and January 20, 2014.

10. All DEOs shall assist with departmental orientations as needed and shall participate in non-advocacy and relationship building events (eg, U School Convocation, convocation ceremonies, etc) as needed.
11. Duties for DEOs change regularly. The duties for each DEO position shall be updated each year and reported to GSA Council.

2. President²

1. Duties

- a. As President and CEO of the GSA, the President has overall responsibility for ensuring the long-term effectiveness of the GSA at all levels.
- b. The President shall name an Executive Vice-President and, should the President be unable to act for any reason (eg illness, research field trip), as determined by the Speaker and Executive Director (ED), the Executive Vice-President shall assume the President's duties; any such instance shall be reported to GSA Council at its next subsequent meeting. A second Vice-President shall also be designated to serve as Acting President should the President and Executive Vice-President be unable to act for any reason (see also GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President).
- c. The President ensures that the GSA carries out its legal functions as specified in the *Post-Secondary Learning Act*.
- d. The President leads the organization internally by shaping a cohesive, cross-trained, dynamic team of Vice-Presidents and managers, and by developing relationships with the University Vice-Presidents, Chair of the Board of Governors (BoG), and Chancellor that advance the GSA's strategic goals.
- e. The President leads development of a strategic work plan for the GSA and works in concert with the Vice-President Labour (VPL) to craft the GSA's bargaining position and to strategize concerning tuition and other crucial, "big ticket" issues facing graduate students.
- f. The President leads the GSA on bodies external to the GSA. This includes:
 - i. Membership on the BoG and General Faculties Council (GFC).
 - ii. Playing a lead role in provincial lobbying, along with the VP External (VPE).
 - iii. Active participation in the Western Canadian Graduate Student Summit and GU15, etc, along with the VPE.
 - iv. Advocating for graduate student issues at the municipal, provincial, and federal levels, along with the VPE.
- g. The President carries out the above in large part through excellent navigation through a complex governance system, by managing a diverse set of human and financial resources, and by tending constantly to maintenance of key personal and professional relationships.
- h. The President (or a delegate, normally a VP) represents the GSA on search/review committees of the University President, Provost, Vice-Provosts, or equivalents. The President shall consult with the GSA Nominating Committee (GSA NoC) regarding delegations. NOTE: If approved, the relevant section from the policy pertaining to Nominating will be removed ("Positions on committees of the University President or Vice-Presidents vary in number and term, and efforts by the NoC to seek candidates for these positions shall begin a reasonable amount of time before the end of those terms. The NoC acts for the GSA in electing representatives to serve on search/review committees of the Provost, VPs, or equivalents.")

² Amended by GSA Council on January 20, 2014.

- i. The President maintains the relationship with TD Insurance Meloche Monnex, provider of insurance and other such services for graduate students and may delegate this responsibility.
 - j. The President is an active participant in events associated with Alumni Weekend.
 - k. The President keeps a watchful eye on the hours spent by the Vice- Presidents on their portfolios in order to balance work-loads.
 - l. The position of President requires daily contact with the ED and Executive Assistant, weekly contact with the ED on financial matters, daily or weekly contact with the VPL as needed, and at least weekly contact with the VPE, Vice-President Academic (VPA), and Vice-President Student Services (VPSS).
 - m. The position of President total approximately thirty (30) to forty (40) hours per week on average and will include evenings and weekends and, along with the VPE, more participation in travel associated with conferences and advocacy opportunities than found in other portfolios. This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
2. Committees
- a. The President is a non-voting member of all GSA Standing Committees.
 - b. The President chairs the following GSA Standing Committees:
 - i. The GSA Board (see also GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board).
 - ii. The GSA Governance Committee (GSA GC).
 - iii. The GSA Budget and Finance Committee (GSA BFC).
 - iv. The GSA NoC, except during the “Early Call for Talent,” where the Vice-Chair takes the lead.
 - c. The President or delegate chairs any committees or caucuses associated with provincial lobbying.
 - d. The President is a member of the GSA GFC Caucus and GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus.
 - e. The President is a member of the following University boards and committees:
 - i. The BoG.
 - ii. The Board Finance and Property Committee (BFPC).
 - iii. The Board Learning and Discovery Committee (BLDC).
 - iv. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to a Vice-President by the full Board of Governors.
 - v. The Board University Relations Committee (BURC).
 - vi. GFC.
 - vii. The GFC Academic Planning Committee (GFC APC).
 - viii. The University Tuition Budget Advisory Committee and Mandatory Non-Instructional Fees Budget Advisory Committee (TBAC/MBAC).
 - ix. Any committee related to graduate student market modifiers.
 - x. The China Institute Board, which the President may delegate.
3. Qualifications
- a. Candidates must have some experience with budget, negotiations, and governance, ideally at the university level.

3. Vice-President Academic

1. Duties

- a. The VPA is the GSA's voice at the central governance table on all matters related to the academic life of a graduate student.
 - b. The responsibilities of the VPA mirror the responsibilities of the University Provost and Vice-Provosts and embrace a wide swath of essential matters, from grading/assessment to use of e-mail; the list of committees the VPA attends provide a clear picture of the depth and breadth of this portfolio.
 - c. The VPA may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - d. The position of VPA requires regular weekly contact with the President, ED, Executive Assistant, and the other Vice-Presidents.
 - e. The position of VPA total approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
2. Committees
- a. The VPA is a member of the GSA Negotiating Committee (GSA NC).
 - b. The VPA chairs the GSA FGSR Council Caucus and GSA GFC) Caucus.
 - c. The VPA is a member of the following University boards and committees:
 - i. The FGSR Council.
 - ii. The FGSR Council Policy Review Committee.
 - iii. The FGSR Dean's Advisory Committees.
 - iv. The FGSR Graduate Scholarship Committee.
 - v. The FGSR Academic Appeals Committee.
 - vi. GFC as the statutory member.
 - vii. The GFC Executive Committee (GFC EXEC).
 - viii. The GFC Academic Standards Committee (GFC ASC).
 - ix. The GFC ASC Subcommittee on Standards (GFC ASC SOS).
 - x. The GFC Campus Law Review Committee (GFC CLRC).
 - xi. The GFC Committee on the Learning Environment (GFC CLE).
 - xii. The GFC University Teaching Awards Committee (GFC UTAC).
 - xiii. The GFC University Research Policy Committee (GFC URPC).
 - xiv. The GFC Teaching, Learning, and Technology Council (GFC TLAT).
 - xv. The Academic Policy and Process Review Committee.
 - xvi. The Centre for Teaching and Learning Advisory Committee.
 - xvii. The University Writing Committee.
 - xviii. The Administration Information Systems Steering Committee.
 - xix. Committees related to graduate supervision and graduate education quality measures.
 - xx. Committees related to graduate student attributes and competencies.
3. Qualifications
- a. Candidates should have some experience with governance at the university level as well as the ability to work with all levels of administration.

4. Vice-President Labour³

1. Duties
 - a. The VPL is the chief negotiator of the Collective Agreement (CA) with the University covering all academically-employed graduate students.

³ Amended by GSA Council on January 20, 2014.

- b. The VPL also negotiates other matters with the University related to graduate student employment, including those issues concerning academically-related employment and issues regarding interpretation of the CA.
 - c. The VPL, in consultation with the President and VPE, is the key DEO responsible for defining the GSA's approach to market modifiers; this area of responsibility results in the disposition of hundreds of thousands of dollars to graduate students in various forms.
 - d. The VPL receives and seeks resolution of complaints and concerns from graduate students about employment matters, working in concert with the FGSR, the Graduate Ombudsperson, and the Director of Operations and Labour Professional.
 - e. The VPL may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - f. The VPL may be assigned by the President to take on specific labour-related projects (eg reviewing departmental graduate studies policies for CA compliance to ensure compliance with the CA and other efforts with respect to education and compliance with the CA).
 - g. The position of VPL requires close contact the Director of Operations and Labour Professional and regular weekly contact with the President, ED, Executive Assistant, and the other Vice-Presidents.
 - h. The position of VPL total approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
2. Committees
- a. The VPL chairs the GSA Labour Relations Committee (LRC) and the GSA NC.
 - b. The VPL is a member of the GSA Awards Selection Committee (GSA ASC), the GSA GC, and the GSA FGSR Council Caucus.
 - c. The VPL is a member of the following University committees:
 - i. The FGSR Council.
 - ii. The Workplace Health Promotion Advisory Committee.
 - iii. The Alcohol Policy Review Committee.
 - iv. The Protective Services Advisory Committee (PSAC).
3. Qualifications
- a. Candidates should have a background in law and/or business and/or labour issues.
 - b. Previous experience on the GSA LRC or the GSA NC would be both desirable and advantageous.

5. Vice-President External⁴

1. Duties
- a. The VPE has overall responsibility for student life and engagement and shares responsibility for external advocacy and representation with the President. This includes but is not limited to:
 - i. Residence life.
 - ii. Engagement with University or departmental activities.
 - iii. External advocacy and representation.

⁴ Amended by GSA Council on July 25, 2011 (R20110725.1 and R20110725.2) and amended by GSA Council on January 20, 2014.

- b. The VPE is responsible for consulting with the GSA Board and the ED or delegate on matters related to Orientation, Awards Night, and similar activities, with the ED responsible for delivery of these events.
 - c. The VPE may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - d. The position of VPE requires regular weekly contact with the President, ED, Executive Assistant, and the other Vice-Presidents.
 - e. The position of VPE total approximately twenty (20) to thirty (30) hours per week on average and will include evenings and weekends (the VPE portfolio normally contains the most evening and weekend hours and requires a very flexible schedule in order to attend occasionally hastily called meetings related to external advocacy and representation. Along with the President, the VPE portfolio contains more participation in travel associated with conferences and advocacy opportunities than found in other portfolios). This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
2. Committees
- a. The VPE chairs the GSA ASC, and co-chairs the GSA Student Affairs Advisory Committee (GSA SAAC) with the VPSS.
 - b. The VPE is a member of the GSA LRC.
 - c. The VPE sits on the following University boards and committees:
 - i. The Athletics & Recreation Fees Advisory Group (ARFAC).
 - ii. The Residence Budget Advisory Committee (RBAC).
 - iii. The Council on Student Affairs (COSA), which the VPE may delegate.
 - iv. The Alumni Council.
 - v. The Alumni Council Student Life Subcommittee.
 - vi. The Festival of Ideas.
 - vii. The Festival of Teaching Steering Committee.
 - viii. The Student Engagement Grants Committee.
3. Qualifications
- a. Candidates should have some experience with student life issues.
 - b. Experience with external advocacy or representation would be advantageous.

6. Vice-President Student Services⁵

1. Duties
- a. The VPSS has overall responsibility for the proper disposition of funds received from the University for disbursement to graduate students, and works closely with the Director of Operations in this regard; these funds presently support GSA Professional Development Awards, GSA Emergency Bursaries, and GSA Child Care Grants.
 - b. The VPSS oversees the GSA Health and Dental Plan and Graduate Student Assistance Program, and ensures that there is solid value for these services for the dedicated fees paid by graduate students to support them.
 - c. The VPSS oversees and leads the Departmental Liaison Initiative, including connecting with departmental graduate student associations, supporting graduate student groups, graduate student engagement in GSA governance, and GSA-delivered departmental orientations.

⁵ Amended by GSA Council on July 25, 2011 (R20110725.1 and R20110725.2).

- d. The VPSS shall maintain awareness of student groups with respect to risk management and work closely with the ED in this respect.
 - e. The VPSS is overall in charge of attending University committees that discuss space for the University community, including collaborative social space, housing, social space, and any other space that the GSA deems is needed or which may be part of any memoranda of understanding the GSA has signed in the past (eg the various Power Plant agreements). This area of responsibility includes close contact with the GFC Facilities Development Committee (GFC FDC), the University Architect and the Associate Vice-President Facilities and Operations or equivalent.
 - f. The VPSS is responsible for coordination with University Student Services and the Dean of Students Office regarding all services offered to graduate students by the University (eg Career and Placement Services, U-Pass, Student Success Centre, etc). This responsibility includes ensuring that non-instructional mandatory fees paid to the University are returned to students in the form of relevant and timely service provision that meet graduate students' needs.
 - g. The VPSS is responsible, in collaboration with the GSA Board, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.
 - h. The VPSS may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - i. The position of VPSS requires regular weekly contact with the President, ED, Director of Operations and Labour Professional, Executive Assistant, and the other Vice-Presidents.
 - j. The position of VPSS total approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
2. Committees
- a. The VPSS co-chairs the GSA SAAC with the VPE.
 - b. The VPSS is a member of the following University boards and committees:
 - i. Committees related to the U-Pass (including the committee external to the University).
 - ii. The GFC FDC.
 - iii. The GFC FDC Subcommittee on Learning Spaces.
 - iv. The Standing Advisory Council on International Engagement (SACIE).
 - v. Committees related to the Campus Food Bank.
 - vi. Committees related to Dewey's and the North Power Plant.
 - vii. Committees related to campus space planning.
 - viii. The ONECard Student Advisory Group.
 - ix. Committees related to University student services.
 - x. The Health Centre Advisory Group.
 - xi. Committees related to the Physical Activity and Wellness Centre.
3. Qualifications
- a. Candidates should have some experience with student services issues.

7. Speaker⁶

- 1. Duties
 - a. The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings and for "[acting] in a neutral capacity and [maintaining] order and decorum in

⁶ Passed by GSA Council on March 14, 2011 (R20110314.3).

Council so that Council can conduct its business in a fully-informed, fair fashion”
(Standing Orders of Council, Role of Speaker).

- b. The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council (see GSA Bylaw, Part III, Council).
 - c. The Speaker shall see that an agenda package is prepared for all meetings of GSA Council.
 - d. The Speaker is ultimately responsible for review of the Minutes of meetings of GSA Council prior to their being distributed to GSA Council for approval.
 - e. The Speaker is responsible for tracking attendance at meetings of GSA Council (see GSA Bylaw, Part III, Council, Section 6).
 - f. The Speaker oversees the archiving of the official copies of the GSA’s governing documents and is responsible for ensuring that up-to-date copies thereof are available to members on the GSA website.
 - g. The position of Speaker total approximately two (2) hours per week on average, except for weeks where there is a GSA Council meeting, in which case there is an average of approximately five (5) hours.
2. Restrictions
- a. The Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.
 - b. The Speaker shall not campaign for or endorse any candidate or team whatsoever in a GSA General Election or By-Election (see GSA Bylaw, Part VIII, Elections, Section 6.3).
3. Qualifications
- a. The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.

...

Outline of Issue (GSA Council)

GSA Awards and Adjudication Criteria: Proposed Revision to GSA Policy, ONLY READING

Suggested Motion for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revision to GSA Policy, Awards and Adjudication Criteria, as presented in the attached triple column and “if approved” documents, **effective immediately**.

Background:

Currently there are seven TA awards valued at \$500 each and six RA awards valued at \$500 each. It is recommended that another RA award be added so that there are equal amounts of awards given in each category (seven TA and seven RA awards each valued at \$500). This amount has been budgeted for out of the Graduate Student Support Fund provided by the University through the Collective Agreement negotiation process.

At its meeting of October 21, 2014, the GSA Awards Selection Committee discussed and endorsed the proposed revision. At its meeting of November 5, 2014, the GSA Board recommended the proposed revision to GSA Council.

Jurisdiction:

GSA Bylaws, Part I, Section 2.2

“The GSA Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council.”

GSA Policy, Standing Committees, Section 2.3.a

“The GSAB is the senior administrative authority of the GSA as delegated to it by Council.”

GSA Policy, Standing Committees, Section 6.3.a.i

“The ASC will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Awards.”

GSA Policy, Awards and Adjudication Criteria: Proposed Revision

Current Bylaw / Policy <i>(Deletions noted by a strikethrough)</i>	Proposed Changes <i>(Additions Underlined)</i>	Rationale / Background
<p>1. General: Eligibility Requirements</p>	<p><i>No change</i></p>	
<p>2. GSA Awards</p>		
<p>...</p> <p>10. Graduate Student Research Assistant Awards</p> <p>a. The purpose of these awards is to recognize graduate students who have demonstrated innovation, versatility, and value as Research Assistants (RAs) at the University of Alberta. Only RA appointments held during a graduate student’s current academic program (as a graduate student of the University of Alberta) will be considered.</p> <p>b. These awards will be adjudicated on the basis of three (3) criteria: excellence of contribution to the conducted research; leadership in innovation and versatility within research; and overall contribution to the University research community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.</p> <p>c. Six (6) awards valued at \$500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).</p>	<p>...</p> <p><i>No change</i></p> <p><i>No change</i></p> <p>c. <u>Seven (7)</u> awards valued at \$500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).</p>	<p>Currently there are seven TA awards valued at \$500 each and six RA awards valued at \$500 each. Recommend that another RA award be added so that there are equal amounts of awards given in each category (seven TA and seven RA awards each valued at \$500).</p>

GSA Awards and Adjudication Criteria: Proposed Revision to GSA Policy, If Approved Version

Awards and Adjudication Criteria¹

Purpose: To describe GSA Awards and their adjudication criteria and procedures.

Scope: This policy sets out the adjudication criteria for all awards offered by the GSA.

Related Policies & Bylaws	GSA Policy, Standing Committees, Section 6, Awards Selection Committee GSA Board Policy, Section 7, Graduate Citizenship Award and GSA Awards Application and Adjudication Processes
Related Forms	Nomination forms available at www.gsa.ualberta.ca . Nomination forms are based directly on the below GSA Policy.

1. General: Eligibility Requirements

- a. **Number of GSA Awards graduate students can apply for each year:** No maximum but must meet the application eligibility requirements for the award, and each award applied for must have a complete application package.
- b. **Eligibility of GSA Directly-Elected Officers and members of the GSA Awards Selection Committee:** Refer to GSA Policy, Standing Committees, Section 6, Awards Selection Committee.
- c. **Number of GSA Awards graduate students can receive each year:** No more than one (1).
- d. **Number of times an academically-related graduate student group or graduate student can receive the same GSA Award:** No more than two (2) times.

2. GSA Awards

...

10. Graduate Student Research Assistant Awards

- a. The purpose of these awards is to recognize graduate students who have demonstrated innovation, versatility, and value as Research Assistants (RAs) at the University of Alberta. Only RA appointments held during a graduate student's current academic program (as a graduate student of the University of Alberta) will be considered.
- b. These awards will be adjudicated on the basis of three (3) criteria: excellence of contribution to the conducted research; leadership in innovation and versatility within research; and overall contribution to the University research community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- c. Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).

¹ Editorial revisions made by the Governance Committee on August 9 2013, and amended by GSA Council on 21 October 2013 and 17 November 2014.

**GSA President
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Nathan Andrews
Date: November 14, 2014

Dear Council Colleagues,

The white stuff is all over the place now, and I think it has come to stay for the full duration of the next five months or so. But hey, life still goes on so get out and have fun once in a while! The past month since my last report to GSA Council has been bustling at the GSA as always. Particularly, we've gone through **several revisions to existing bylaws and policies that will be presented to GSA Council at Monday's meeting**. I am excited that we have such a vibrant group of committee members, office staff, and management who spent **countless hours reviewing and revising these documents into the best shape possible**. I look forward to the discussion at Council!

I did attend a number of meetings in the past month but I'll highlight a couple things. We have started a **discussion at the Mandatory Non-Instructional Fees Budget Advisory Committee/Tuition Budget Advisory Committee (MBAC/TBAC) meetings around Mandatory Non-Instructional Fees such as the Common Space, Sustainability and Security (CoSSS) fee, Student Services fee, and the Transcript and Registration fee**. Both the SU and the GSA are interested in **tracing the utility of these fees for students, including the framework for consultation**. These fees, especially the CoSSS fee, have been a bone of contention for many years and central administration seems open to working with the student bodies towards a common understanding around how they are accessed and used. I will keep GSA Council informed on how this develops further.

In the first week of November, I attended the **Conference Board of Canada Skills Summit** in Toronto with GSA Vice-President Students Services, Megha Bajaj. At this meeting, it became obvious that **our strategic goal to advocate for first-rate professional development opportunities for graduate students is a countrywide need**. The summit brought together over 250 participants working in the post-secondary sector to dialogue around the ways in which post-secondary education is changing, and how to deal with the rapid change. **One major take-away for us is an initiative at Ryerson University called MAGNET, which connects students with prospective employers from different sectors**. This is a free-of-charge program that the GSA will look into with the goal of making it accessible to all graduate students. Megha provides more details in her report.

Besides these two points, I am happy to answer any questions about any of the meetings I attended since my last report to GSA Council. Please find the list of meetings included below.

Cheers,
Nathan Andrews, GSA President

Please find below a list of meetings I attended between October 20, 2014 to November 14, 2014.

October 22	FGSR Council
October 22	SU President
October 23	Prayer and Meditation Space with SU
October 23	BoG Orientation

October 24	BoG
October 24	Lunch with BoG and SU
October 27	Joint GSA ERC/GSA GC
October 28	Dean of Students
October 28	Dinner with Anne Krook
October 29	MBAC/TBAC
October 30	ab-GPAC Phone Meeting
November 4 - 6	CBoC
November 12	GFC EXEC
November 12	GFC APC
November 13	ab-GPAC Phone Meeting
November 13	Early Call Dinner
November 14	BLDC

**GSA Board
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
 From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Director of Services and Governance
 Date: November 14, 2014

The Board reports regularly to Council by listing its agenda items, motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, Financial Manager, and I will be happy to answer any questions or provide more information at the Council meeting.

22 October 2014 GSA Board Meeting

Main Agenda Item:

GSA Subsidized Workshops Offered by Writing Resources, September 1, 2013 to August 31, 2014: Summary Report from Writing Resources; GU15 Advocacy Issues: Feedback and Support Requested from the GSA on Three Documents

Motions and Agreements:

Members **AGREED** to request more information about the Writing Resources budget and fee increases in future reports.

MOTION: That the GSA Board **RECEIVE FOR INFORMATION** the attached summary report (pages 3.1 - 3.2). CM **MOVED**. SC Seconded. **CARRIED UNANIMOUSLY**.

Members **AGREED** to send feedback to FAÉCUM regarding the three documents, and to discuss supporting the documents when the final versions are received.

29 October 2014 GSA Board Meeting

Main Agenda Items:

GSA Bylaw on Council, Officers, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers, Elections, and GSA Appeals and Complaints Board and GSA Policy on Performance of GSA Committee Members and Representatives on University Governing Bodies and Committees, Standing Committees, Elections, Referenda, Discipline, and Officer Portfolios: Proposed Changes and Additions to GSA Bylaw and Policy; Attendance at the Quarterly Meeting with the Minister of Innovation and Advanced Education on October 6, 2014 in Calgary, AB: External Relations Travel Expenses

Motions and Agreements:

Members **AGREED** to forward any editorial suggestions [with respect to Item 3] to HS and NA.

05 November 2014 GSA Board Meeting

Main Agenda Items:

"GSA Elections and Judicial Package": Proposed Revisions and Additions to GSA Bylaw (Council, Officers, Conduct, Performance of Duties, and Conflict of Interest/Commitment of Officers, GSA Standing Committees, GSA Appeals and Complaints Board, and Elections) and GSA Policy (Performance of GSA Committee Members and Representatives on University Governing Bodies and Committees, Standing Committees (Elections and Referenda Committee, Nominating Committee, Appeals and Complaints Board, Judicial Committee), Elections, Referenda, Officer Portfolios (CRO), and Discipline); Officer Portfolios: Proposed Revisions to GSA Policy; GSA Council Members and GSA Council Quorum: Proposed Revisions to GSA Bylaw; GSA Awards and Adjudication Criteria: Proposed Revision to GSA Policy; International Week 2015: Request for an External Grant

Motions and Agreements:

MEMBERS AGREED to add reference to the process of filling CAL vacancies and to the definition of Council-Elected Officers.

MOTION: That the GSA Board **RECOMMEND to GSA Council** the proposed revisions to GSA Bylaw, Part III, Council, as presented in the attached triple column and "if approved" documents. CM **MOVED**. SC Seconded. **CARRIED UNANIMOUSLY**.

MOTION: That the GSA Board **RECOMMEND** to GSA Council the proposed revision to GSA Policy, Awards and Adjudication Criteria, as presented in the attached triple column and “if approved” documents. CM **MOVED**. MoB Seconded. **CARRIED UNANIMOUSLY**.

MOTION: That the GSA Board **APPROVE** an external grant of \$682.50 for International Week 2015 Sponsorship, as requested by Nancy Hannemann, Director of Global Education, University of Alberta International, in the attached letter of request. CM **MOVED**. SC Seconded. **CARRIED UNANIMOUSLY**.

MEMBERS AGREED to discuss the SU rally against Market Modifiers at the GSAB Meeting of November 12.

12 November 2014 GSA Board Meeting

GSA Attendance at Students' Union Market Modifier Rally, November 17, 2014; GSA Poster.

Motions and Agreements:

MEMBERS AGREED to support the Students' Union Market Modifier Rally and to advertise the rally to graduate students.

MEMBERS AGREED to explore GSA involvement in *MAGNET*.

GSA Governance Committee (GC)
Report to Council for November 17, 2014 GSA Council Meeting

To: GSA Council
From: Nathan Andrews
Date: November 14, 2014

Dear Council Colleagues,

As you aware, and as I reported last month, the GSA Elections and Referenda Committee has been working intensively on a set of proposed GSA Elections Bylaw and Policy changes (and changes to other, associated Bylaw and Policy).

A number of the proposed changes to GSA Bylaw and Policy related to elections appeals are located in Bylaws and Policies outside the purview of the GSA Elections and Referenda Committee. The Governance Committee mandate is to “advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues.” (GSA Policy, Standing Committees, Section 5.2.a).

The GSA Governance Committee met jointly with the GSA Elections and Referenda Committee in October and had several additional discussions over email to provide feedback on the proposed changes and recommend them to GSA Council. The proposal is now before GSA Council members for consideration and I will speak more to this at the upcoming GSA Council meeting.

Sincerely,

Nathan Andrews, GSA President and Chair of the GSA Governance Committee

**GSA Nominating Committee (NoC)
Report to Council for NOVEMBER Council Meeting**

To: GSA Council
From: Lacey Fleming, Vice-Chair of the GSA Nominating Committee
Date: November 17, 2014

Dear Council Colleagues,

The report from the GSA Nominating Committee (NoC) is a summary of discussion/decisions the NoC has made since its last report together with a list of all vacancies filled.

The Bylaw governing the NoC is located in Part V (Standing Committees). Policy governing NoC is found in the sections titled "Nominating" and "Standing Committees." As provided for in its terms of reference, the GSA Nominating Committee (NoC) has been conducting business via e-mail.

Sincerely,

Lacey Fleming, Vice-Chair of the GSA Nominating Committee

Early Call for Talent and Training

GSA Policy states "The NoC will actively seek out potential candidates for all GSA Directly-Elected Officers and Council-Elected Officers positions" (GSA Policy, Nominating, 6.4). The fourth year of the GSA NoC Early Call for Talent and Training is in progress. The advertisement went out through the GSA Newsletter as a special bulletin on October 23, 2014. The get-to-know dinner occurred on Thursday November 13, 2014 and the training program (with a total of 5 different sessions) has begun. A total of 13 students attended the Get-to-Known Dinner.

Bodies External to the GSA

Council has delegated to the NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. According to Policy, "advertising may be waived in instances where, in the NoC's view, it is urgent to fill a vacancy" (GSA Policy, Nominating, 5.2).

1) Advisory Search Committee for Vice-President (Advancement)

This position was advertised through the GSA Newsletter on Friday October 24, 2014 and << >> applications were received in advance of the deadline on Friday October 31, 2014 at 12:00 PM (Noon). As the position was contested and 1 of the nominees was a GSA Vice-President, the NoC Vice-Chair requested that GSA Council elect the representative, though GSA Nominating Policy currently states "the NoC acts for the GSA in electing representatives to serve on search/review committees of the Provost, VPs, or equivalents" (GSA Policy, Nominating, 6.2). On October 31, 2014 a call for additional nominations was sent to GSA Council and on Wednesday November 5 - Friday November 7 GSA Councillors were invited to elect the representative. GSA Council elected Leigh Spanner to serve on this committee.

Advisory Committee for Director, Recreation Services

This position was advertised to all the graduate students through the GSA newsletter on October 9. We did not receive any nomination for this position. We then proactively reached to some graduate students that we thought might be interested in the position. We then received a total of 2 nominations. Following this, the NoC elected Norbert Kanyo to serve on this committee.

2) FGSR Academic Appeals Committee (4 positions)

There are four positions for graduate students to serve on this committee. **Joshua Lee (MSc Medical Genetics) and Hajar Amidian (PhD program, Political Science)** are continuing their service (the term of office for this committee is normally two years). Four nominations were received for the remaining two positions from current FGSR Councillors. **Pooran Appadu (MSc program, Agricultural, Food and Nutritional Science)** was elected to serve. The final position on this committee resulted in a **tie vote. The NoC Vice-Chair and GSA President, Chair of the NoC agreed to invite the two nominees tied for the fourth position to meet with the GSA NoC for a brief interview.** Following this, the NoC elected **Margot Challborn (MA program, Political Science)** to serve on this committee.

3) FGSR Council Alternates (5 Positions)

These positions were advertised through the GSA Newsletter on Friday October 24 and three nominations were received, the NoC approved all of them to serve as FGSR Council Alternates.

4) Student Library Advisory Council (one position)

This position was advertised to all GSA Councillors-at-large on October 1st, and one nomination was received. The NoC approved Qendresa Beka to serve on this committee.

5) Integrative Health Initiative Scientific Advisory Board (one position)

This position was advertised in the GSA newsletter on October 17, and 3 strong nominations were received. The NoC elected Katherine A Pohlman to serve on this committee.

**GSA Vice-President (Academic)
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Colin More
Date: November 14, 2014

Hello everyone!

Well, winter sure happened fast! It makes me want to spend ridiculous amounts of money on new outdoor gear. I shall attempt to resist...

This month there are two items in particular I'd like to report on. First and foremost, I spent four days in St. John's attending the annual **Canadian Association of Graduate Schools conference**. This meeting gathers graduate deans (or equivalent) from across Canada to **discuss common problems, solutions, and future directions at their schools**. It also gathers student leaders to discuss the same issues, and attempt to influence the thinking of their deans. In addition to participating in those conversations, my own attendance (the majority of which was paid for by FGSR -- thanks!) allowed me to **present at a plenary session on "The Future of the PhD"**. This was very well received, and while it did not result in any resolutions, the positive conversation and genuinely new ideas that arose from it will hopefully influence future policies.

Second, I am working with the Ombudservice, FGSR, and Writing Resources to **prevent problems with plagiarism seen by all three of them from ever occurring**. We plan to do so by **tweaking the content of the ethics requirement** built into all graduate programs. We are still in the very early days of this effort, but it has the potential to be a relatively easy change that could save a number of students from a lot of stress.

With that, feel free to ask or email me any questions you might have, and take care until next month!

Colin More, GSA Vice-President Academic

Please find below a list of meetings I attended between October 20, 2014 to November 14, 2014.

October 21	FGSR Council Caucus
October 22	FGSR Council
October 23	GFC FDC
October 24	Lunch with BoG and SU
October 26 - 30	CAGS
October 31	Professional Development Advisory Board
November 3	SU VP Academic
November 5	GFC CLE
November 6	Office of Sustainability Academic Advisory Committee
November 10	SU VP Academic
November 12	GFC EXEC
November 13	Early Call Dinner
November 14	Ethics Discussion

**GSA Vice-President Student Services
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Megha Bajaj
Date: November 14, 2014

Dear Council Colleagues,

Hope you are well and are keeping warm in this freezing weather.

The past month at the GSA has been busy and exciting for me. **The GSA and Studentcare officially signed the new contract for Studentcare to act as our health and dental plan administrator until 2020** (as you know, GSA Council voted to approve this at our September meeting).

Below are the highlights of some of the meetings that I attended since last council.

SACIE meeting:

This was the first meeting in this academic year for the **Standing Advisory Council for International Engagement (SACIE)**. The role of SACIE is to have discussions on various topics for improving international engagement and the recommendations go to the office of the Provost and Vice-President (Academic). In this meeting, members reviewed the terms of reference of the committee. There was a long discussion on the role of SACIE and follow up on the recommendations that come from this committee. In the second part of the meeting members finalized topics for the year that SACIE will focus on. The topics that were prioritized by SACIE members for discussion this year are:

- 1) Support programs for international students on campus (combination of mental health support, professional development, and academic support)**
- 2) U of A strategic directions/goals as it relates to international engagement**
- 3) Impact of federal policy (immigration policy, foreign affair, and trade and development) and how it relates to international engagement at the university**
- 4) Offshore delivery of programs and how it relates to revenue generation for the university**

The four topics will be discussed in workshop type sessions this year. The next SACIE meeting is scheduled for December 2014, and I will bring more information to GSA Council once the workshops are organized.

Skills and Post Secondary Education Summit (SPSE):

GSA President Nathan Andrews and I attended a conference in Toronto last week, which was organized by the Conference Board of Canada (CBoC). The focus of this conference was to **discuss the existing challenges in the post secondary education (PSE) system in Canada and to come up with recommendations that would help improve the PSE**. The presentations and discussions were centered on **exploring the future of higher education in Canada and the role government, industry and not for profit organizations can play in this**. A lot of presentations and panel discussions were concentrated towards discussing **professional and career development of students** while pursuing higher education in universities/colleges/institutes.

14.1

It was a good opportunity to represent the GSA at the national level in these discussions and it also gave us a chance to talk to some of the delegates present there about the Professional Development Program that the GSA and FGSR are currently working on. The next meeting is going to be in Edmonton in November 2015.

As Nathan includes in his report, one of the highlights of the conference was learning about a **new initiative by Ryerson University called MAGNET**. *MAGNET* is an **online interface that helps students find opportunities and employment**. Since this a new program (**launched in Sept 2014**), most of their **industry and educational partners are currently Ontario based**. However, they want to make it accessible and useful for students and organizations throughout Canada. The GSA is exploring how to make this initiative available to U of A graduate students. We'll report more as we progress.

I also got a chance to talk to representatives from **Mitacs** at the conference and they are **interested in advertising their programs to graduate students through the GSA**. They are also **interested in attending one of our GSA Council meetings to share more information about their programs and funding opportunities with you**. So stay tuned!

In addition, I would also like to share information about the **International Activity Fund (IAF)** administered by U of A International Student Services. This fund is available for student groups hosting cultural events. I will be presenting some information on this at GSA Council. However, if you have **any questions regarding the fund or application process please contact** Anica Dang, Programs Co-ordinator (ISS) at anica.dang@ualberta.ca or visit <http://iss.ualberta.ca/IAF>

This is all for now. As always please feel free to get in touch with me if you have any questions, concerns or suggestions. See you Monday!

Sincerely,
Megha Bajaj, GSA Vice-President Student Services

Please find below a list of meetings I attended between October 20, 2014 to November 14, 2014.

October 24	SACIE
October 28	TD Community Relations
October 31	Professional Development Advisory Board
November 4 - 6	CBoC
November 13	Early Call Dinner

**GSA Vice-President External
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Susan Cake
Date: November 14, 2014

Dear Council Colleagues,

I hope that everyone is doing well now that winter seems here to stay.

Once again for the past month I've been quite busy. I've done lots of external work on behalf of the GSA including the **Public Policy Forum Western Awards Dinner** where I heard some surprisingly optimistic speeches regarding the **great return for investing public dollars in all levels of education**. As well, I had an opportunity to meet with the **new Minister of Innovation and Advanced Education** this past Monday with other student leaders in the university. We covered many topics including **international tuition, professional development for students, making safe residence spaces and briefly discussed market modifiers**. The Minister has confirmed the need to take more time to review all of the proposals from market modifiers across the province. This means we will have to wait until sometimes after November 17 to know which modifiers are approved and which are not.

Internally in the GSA, a great group of graduate student volunteers has gotten together to **adjudicate the Alberta Graduate Citizenship Award**. Once again, this year was full of fantastic applicants so thank you to everyone who volunteered their time and to those who applied as well. The list of nominees forwarded to the Government of Alberta will be report to GSA Council in December.

If there are any students who are interested in other **volunteer opportunities** I would encourage you to check out the **University of Alberta Alumni Association website (<http://alumni.ualberta.ca/volunteer>)**. There are many different volunteer opportunities available with varying time commitments.

As well, I would like to report that **the consultation efforts for next year's residence fees are finished**. We will see the proposed fee increases now move through the university governance structure. I will still be working on residence related issues in Residence Advisory Council and Residence Halls Association. **If you are having any residence related issues I'm happy to hear from you.**

Alongside these issues, the GSA is still working hard towards **finalizing the details of the provincial lobby groups for graduate students**, otherwise known as ab-GPAC, which GSA Council voted to approve joining last month. We hope to have everything finalized by the end of the year.

If you have any questions, concerns or comments please feel free to contact me.

Susan Cake, GSA Vice-President External

Please find below a list of meetings I attended between October 20, 2014 to November 14, 2014.

October 21	RBAC
October 23	Prayer and Meditation Space with SU

October 23	COSA
October 23	Public Policy Forum Dinner
October 24	Lunch with BoG and SU
October 29	Employer Satisfaction Survey Working Group
October 30	ab-GPAC Phone Meeting
November 3	Alumni Council Volunteer Committee
November 4	RBAC
November 6	RAC
November 10	IAE Minister
November 13	ab-GPAC Phone Meeting
November 13	Early Call Dinner
November 14	ARFAC Subcommittee
November 14 - 15	Alumni Council

**GSA Awards Selection Committee (ASC)
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Susan Cake
Date: November 14, 2014

Dear Council Colleagues,

The GSA Awards Selection Committee met on October 21, 2014, for a training session for the adjudication of the 2014 Alberta Graduate Citizenship Award (AGCA) applications.

Also on October 21, GSA ASC members discussed the proposed changes to the GSA Awards (addition of a new RA award, see Item 10), which are before GSA Council for consideration on Monday. Although GSA ASC members were not asked to make a recommendation to GSA Council regarding the proposed changes, members thought that the proposed changes are amenable.

In the time since October 21, GSA ASC members have spent many hours reviewing and adjudicating the 78 applications received for the AGCA this year. The results of the competition will be presented to GSA Council for information at the December meeting.

I would be happy to answer any questions you have about the GSA ASC on Monday.

Sincerely,

Susan Cake, GSA Vice-President External, and Chair of the GSA Awards Selection Committee

**GSA Vice-President (Labour)
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Monty Bal
Date: November 14, 2014

Dear Council Colleagues,

Below are some of the highlights of what I've been up to since we last met.

Code of Student Behaviour (CoSB) Review Meetings

Over the past month, we've had meetings with both representatives from the U of A Ombudsperson's Office and the Office of Student Judicial Affairs to discuss our plans and receive input on how to navigate the process. We were told that **they really appreciated this being a student led effort and that there was in fact a need for a comprehensive review of the CoSB.** Additionally, we have worked to select a **group of law students who will be conducting the research on the CoSB and on student codes elsewhere.** Judging from the CVs submitted and those selected, these individuals are highlight qualified and motivated to take part in this project. As we believe that **the project will take a couple of years to come to fruition,** the GSA is working to ensure that there will be consistency and longevity in the GSA's participation in the project.

Unwind Your Mind

As a part of an ongoing desire on campus to enhance student wellbeing, the University Wellness Centre and its partners are working towards **increasing opportunities for students to "unwind" by providing a number of services throughout the year for students.** Building on previously successful campaigns, the group will provide a number of programs across campus during particularly stressful periods (finals week, reading week etc.). There have been healthy snacks offered in the past as well as fitness stations and wisdom stations highlighting a number of services offered around campus. **There is also an effort to take into account specific graduate student needs, including for example involving family events.** Finally, in an effort to recognize the varied timelines associated with graduate studies, there is consideration to **provide these services more consistently throughout the year.**

Meeting with TD Community Relations

GSA Vice-President Student Services Megha Bajaj and I met with representatives from TD Bank to learn about various opportunities available to student groups for TD community funding. We were informed that TD has historically made grants to Calgary based institutions but would like to extend this to Edmonton based institutions. **The grants are available to social programs targeted towards under-represented groups, but they are open to considering a number of other GSA efforts, including social events for international graduate students, programs to facilitate conversational exchanges to work on language skills as well as providing subsidies to CaPS and Writing Resources.** They are willing to assist the GSA in putting in a proposal towards these ends.

Varsity Park Design

The Dean of the Faculty of Physical Education and Recreation and other actors on campus have been pushing for the **redevelopment of Varsity Field as a "winter park".** This initial meeting was a basic brainstorming session on how the space should be utilized when it is redeveloped. There was a desire to **provide both social spaces and utilitarian field spaces which can be used for both teaching and**

intramural proposes. There is also a desire to have an ice surface available to students during the winter time. To ensure greater connectivity to Lister Centre there was also a discussion in providing a covered pedway connecting the Centre to campus. However, **this project is at very early stages and these plans may change extensively in the future.**

Finally, as always, if there are any issues you have related to your RA/TAship, please contact us directly so we can work to help you out.

Thanks,
Simarjit S. Bal (Monty), GSA Vice-President Labour

Please find below a list of meetings I attended between October 20, 2014 to November 14, 2014.

October 22	FGSR Council
October 23	GFC CLRC
October 23	BoG Orientation
October 24	Review of CoSB
October 24	Lunch with BoG and SU
October 27	Joint GSA ERC/GSA GC
October 28	Meeting with a student
October 28	Unwind your Mind
October 28	TD Community Relations
October 28	Meeting with a student
October 29	URPC
October 31	Varsity Park Design Workshop
November 6	Meeting with a student
November 7	Meeting with a student
November 13	Early Call Dinner

**GSA Executive Director
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Ellen Schoeck, GSA Executive Director
Date: November 14, 2014

Dear Council,

I like to report at least once a year on responsibilities of GSA staff and management. Below, find brief snapshots of each of the management and staff members who work at the GSA.

As your Executive Director (ED), I am, by contract, the only direct employee of the GSA. I report to the GSA President and my performance is reviewed by the President and Vice-Presidents at least once a year. In accordance with the GSA-approved budget, my contract, and the Collective Agreement (CA) covering our staff, I hire all staff through the Collective Agreement and managers through appointment letters. All work done by managers and staff flows through the ED, who acts as a control mechanism to make sure no one is overwhelmed or does work that is out of scope.

My brief resume is attached (pages 20.2 - 20.3). In addition, here are thumbnail sketches of your other managers:

Heather Hogg: DIRECTOR OF OPERATIONS/LABOUR PROFESIONAL, *BA Political Science and History Mount Allison (PT, three days a week)*

Heather has 31 years experience at the U of A, including serving as Assistant Dean of the Faculty of Graduate Studies and Research, and as a member for the Administration on the GSA/University bargaining team. She is now on *our* side of the table. She also deals with labour cases in concert with the VP Labour, was the management lead on re-writing the CA, and serves as our Privacy Officer (a position required by law). She provides support for the grants and awards adjudication processes and manages internal HR processes. From 2011-12 Heather was the management lead concerning Student Services (eg Health & Dental). Heather also has experience administering a large council (FGSR) as well as quasi-judicial appeal boards.

Courtney Thomas: DIRECTOR OF SERVICES AND GOVERNANCE, *BA Honours and MA History from U of A and a PhD from Yale (FT)*

Courtney has three years' experience working in the U of A University Secretariat and in University Governance. She has worked with many GFC committees and is trained in delivery of good governance and regulatory framework. Courtney has been with us for 2 ½ years and has trained into support for the GSA Board and Council, privacy, bargaining, awards, and U-Pass. She also now sits on Health Centre Advisory Group, Student Connect Advisory, and worked with the Student Financial Aid Task Force over the last two years. She also attends MBAC/TBAC (which deals with tuition and mandatory non-instructional fees). Courtney is Coordinator of Council and finalizes meeting materials for both Board and Council.

Megan Caldwell: ASSISTANT DIRECTOR, *BA Archeology from SFU, MA Anthropology from U of Manitoba and completing her PhD Anthropology from U of A (FT)*

This is a new position as of 2013, and part of our succession plan. Megan is training on all aspects of management responsibilities. She is specifically training into many aspects of the Director of Services and Governance position, and assists with preparation for Board and Council. Megan provides limited support for the GSA's external advocacy. She attends meetings for two U-Pass committees, and provides support in a range of other areas.

Shirley Ball: ACCOUNTANT, *(PT, one day a week)*

Shirley was recommended to us by our Auditor and has extensive experience with not-for-profits. She reports to the GSA President and to the ED, and has access to the Board or Council directly if she sees anything amiss with our finances. That is one of our financial controls.

Dorte Sheikh: FINANCIAL MANAGER, *BA Anthropology from U of A (Part-time, two days a week)*

Dorte has 33 years' experience in the Registrar's Office, including the role of Assistant Registrar, and a long-standing relationship with Financial Services. She handles all banking and reconciliations, deals with the Canada Revenue Agency (CRA), is our expert on Smart Forms, leads our dealings with Financial Services, is our link with Ceridian for payroll, and works with Shirley on monthly financial statements, the quarterly reports to Council, and our annual audit.

Our staff is represented by NASA with their own Collective Agreement. Each staff member reports to one of the managers. Here are your staff:

EXECUTIVE ASSISTANT (EA); Laura Hanon, BFA from U of A (FT)

Laura started as the GSA Executive Assistant in December 2013. Reporting to the ED, Laura schedules elected officials and occasionally management (*eg* committees, one-on-ones with senior administrators); assists with Agenda preparation for Board; drafts Minutes; receives and skims committee materials from Administration, which are then read and highlighted for officials by Ellen and Courtney; and is back up support for the GSA Nominating Committee (NoC).

EXECUTIVE ASSISTANT & STUDENT GROUP SPECIALIST; Fiona Robertson, BA Anthropology from U of S and MA Anthropology from U of A (FT)

Fiona started as the EA in August 2014, briefly in for Laura while she was on a short leave. She has also been training to taking on the duties of the student group specialist, website management and the adjudications of the GSA numerous awards and grants. She assists with the Department Liaison Initiative and student groups.

NOMINATING & ELECTIONS SPECIALIST; Julie Tanguay, BA Psychology from UL and LLB and JD from U of M (FT)

Julie joined the GSA in October 2014 as a temporary employee; she is now the Nominating and Election Specialist, reporting to the ED and with a close working relationship with the NoC Vice-Chair, Councillor Lacey Fleming. Julie helps support NoC, Early Call for Talent, and GSA Election and Referenda Committee. She drafts materials related to election of Senator/CRO/Speaker. She manages weekly requests from administration for graduate representative on committees, task forces, etc.

In addition, all staff members assist with an array of research projects and provide assistance to graduate students at the front desk.

Here are some key stats from the work that is done daily in the office:

Front Desk Stats:

- Between September 2013 and September 2014, **1000** e-mail, phone, and in-person interactions with students.
- **Raised \$9480** in advertisements for the 2014-2015 Agenda/Handbook (paid for completely through ads).

NoC Stats:

- Between October 2013 and October 2014, **2000 emails** with students, committee coordinator and NoC members
- Since 2010, graduate student representation on some **170 committees**
- **238 graduate student bios and resumes** in the Bank of Names
- Since May 2012, **509 graduate students elected** to a broad range of committees (GSA and University).
- Early Call for Talent 2014: **14 students** responded

Awards and Grants Stats:

- Organized the adjudication of **188 GSA Award** applications in January 2014.
- **78 Graduate Citizenship Award** applications in October 2014.
- **1800+ grants** processed over the last two years.
- Approximately **\$650,000 in Academically Employed Graduate Student funds** disbursed.

Research Stats:

- Since September 2012, compiled over **160 research reports** on issues related to GSA strategic initiatives including Graduate Student cost of living across Canada, academic bullying, prayer space.

We are here to support and assist!

Sincerely,

Ellen Schoeck, GSA Executive Director

Ellen Ann Schoeck: Summary Resume for GSA

PUBLICATIONS

- *I Was There: A Century of Alumni Stories about the University of Alberta*, U of A Press 2006; Awarded Grand Crystal by CASE in 2007 and City of Edmonton Historical Board Recognition Award 2012
- *University of Alberta: A Century of Campus Maps*, Creative Services 2007;
- Articles on campus history published in U of A magazines and news media, 2006-2014.

EDUCATION/SELECTED TRAINING

- Basic Mediation Certification, Texas A&M University, 2001;
- M.A. (History), University of Alberta (U of A), 1977;
- B.A. (Honours) (History), 1st class standing, U of A, 1972;
- Administrative Law, U of A, Faculty of Extension, 1987;
- Mediation training 1985-1989 at the University of Victoria, Camosun College, U of A and U of C.

NATIONAL ORGANIZATIONS FOUNDED

- National Canadian Conference on Student Discipline, Banff, 1998 (fair procedure for students);
- National Conference of Sexual Harassment Advisers, 1985, Toronto.

SELECTED CONSULTING: 1985-2012

- UNBC, Collegial Governance, Participated in Faculty Panel, November 2012.
- Graduate Students' Association (GSA), U of A, 2010 (governance; help stabilize GSA);
- *Vendor Magazine*, 2005- 2010 (writer and Editor-in-Chief);
- Grant MacEwan College, 2008-09 (revise Sexual Harassment and Discrimination Policy and then negotiate with three unions);
- New Zealand Human Rights Commission, 1991 (equity issues; governance);
- Also: NorQuest College; Lakehead U; SAIT; Shell Canada; SFU; UBC; Lakeland College; UVic.

EMPLOYMENT: 1977-2005

Director, University Secretariat and Secretary to General Faculties Council (GFC) (1980-2005), reporting to the President and Provost, and responsible to a large, diverse community:

- Managed governance system (Deans' Council, President's Advisory Committee of Chairs; search/review committees for Vice-Presidents, General Faculties Council; student appeals; legal liaison);
- Designed and taught "Governance 101" for Board of Governors, GFC, Associations, new Presidents, VPs, Deans and Chairs;
- Served as the department head.

Executive Assistant to the President (1990-1994):

- Provided advice on issues of substance and process during 21% budget cuts;
- Managed projects (eg President's trips to Asia and the transition for incoming President).

Information Officer on Appeals and Grievances ('Ombudsman') (1981-1993):

- Assessed complaints from all constituencies; decided on grievance/resolution route; dealt directly with problems that could not be handled elsewhere.

Sexual Harassment Adviser (1982 - 1990):

- Advised complainants in approximately 320 cases; delivered an education program for a 40,000-member campus; established a multi-constituency mediation service.

SELECTED CIVIC/COMMUNITY SERVICE

- Ministerial appointee as a Public Member, College of Alberta Dental Assistants, 2006-2012 and Chair, Policy and Governance Committee, 2007;
- Contested the federal Liberal nomination for Edmonton-Strathcona, 2005;
- Member, St. Joseph's College Board & Executive; Chair, Residence Advisory Committee, 2004-2007;
- Secretary General, Senior Women Academic Administrators of Canada (SWAAC), 1999-2004.

INVITED CONFERENCE SPEAKER/SELECTED TALKS: 1986- 2010

- U of A Alumni Association, fall 2010; tours and talks about campus history;
- Various service clubs, groups and alumni branches (U of A history), 2006-2010;
- Southwest Petroleum Institute (SWPI), China, "University Governance and Forces of Change," 2000.
- Also: Athabasca University Tutors' Conference; Canadian Conference on Student Judicial Affairs; Canadian Academic Round Table; Association of Canadian College and University Ombudspersons; Alberta Student Services Conference; National Sexual Harassment Conference.

SELECTED KEYNOTE ADDRESSES

- U of A Students' Union (SU) Centenary Gala, 2010 and Awards Night 2004, 2002, 1992;
- U of A Student Advisers Conference, 2008 and 1997;
- Graduate Students' Association (GSA) Awards Night, 2008, 2004 and 2002;
- Invited speaker, Otago University, NZ; New Zealand Human Rights Commission, Christchurch Polytechnic; University of Canterbury, New Zealand Ministry of Education; Waikato University; and University of Auckland (1991).

SELECTED HONOURS/AWARDS: 1985-2010

- President's Citation, Council of Alberta Dental Assistants, 2009 (rewrote bylaws and constitution);
- Alumni Award of Excellence, U of A Alumni Association, 2007;
- Distinguished Alumnus Award, GSA, 2005;
- Circuit Award, [American] Association for Student Judicial Affairs Circuit Award, 1999 (peer-reviewed leadership award not previously conferred outside the USA);
- GSA 'Critical Friend' Award, 1999.

SELECTED PROFESSIONAL AFFILIATIONS: 1986-2005

- [American] Association for Student Judicial Affairs, Representative for Canada, 1998-2000;
- Senior Women Academic Administrators of Canada (SWAAC) Board Member 1999-2004;
- Both Canadian and American National Ombuds Associations, 1983-2005.

NATIONAL CONFERENCES ORGANIZED: 1988-90

- Planned six conferences (mediation, 'ombudsing', sexual harassment): Seattle, Winnipeg, Edmonton.

SELECTED VOLUNTARY WORK

- 1991-2010: Executive positions on two Strata Corporations;
- 1980-1989: Newsletter Editor and Board Member, Iyengar Yoga Association of Edmonton;
- 1982-1985: Association of Academic Staff, Elected Council Member.

Management Report to the GSA Board, October 22, 2014

Dear All,

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on October 8, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Review of GSA judicial policy and some 8-10 associated bylaws and policies, early call for talent, Council preparation, review of Officer portfolios, HR, Council preparations, review of the Health and Dental Reserve Fund (HDPHF) rolling plan, GSA communications strategy (continued work on the GSA website), ramping up for the application period and adjudication of the Alberta Graduate Citizenship Award (GSA ASC training session).
- **Bylaw and Policy Review** – Bylaw and Policy review (**Editorial:** integrating bylaw and policy into one document (a draft has been prepared and will be reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.** Hoping to pick up work on this very soon as it has temporarily stalled due to numerous other initiatives.

Grants and Operations

- **Social Media:** Facebook = 507 likes (up 6 from October 8), Twitter = 281 followers (up 7 from October 8).
- **Grants review and processing:**
October 1 - December 31 Funding Period: Professional Development Awards (\$106,401 is available for each period (but \$112,990 was available for this period due to under-expenditure in period two), of which \$95,522 remains) and 36 applications submitted this period (24 pending processing), Childcare Grants (\$44,210 is available for each period (but \$48,422 was available for this period due to under-expenditure in period two), of which \$4,422 remains; period closed October 1, 2014) and 30 applications submitted this period (6 pending processing), Academically-Related Student Group Awards (\$3,562.50 is available for each period (period opened with \$4,870.25 due to under-expenditure in period two), of which \$4,870.25 remains) and 0 applications submitted this period, Emergency Bursaries (no periods; \$153,068 is available for the fiscal year, of which \$122,231 remains) and 17 applications submitted since April 1, 2014 (0 pending processing). **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

Week in Review – Office Operations:

- Assisting with receipt of applications (and subsequent adjudication) for the **Alberta Graduate Citizenship Award** (77 applications submitted. There is a steady decline in application numbers (118 applications were submitted in 2013 and 158 in 2012) despite aggressive advertising of the award and the application process by the GSA).
- **Grants processing** and assisting with review of the GSA website, communications strategy, and logo design and use conventions.
- Organization of **GSA financial and grants records.**
- **GSA ERC and GSA GC support** and related research – tremendous level of work on review of GSA Bylaws and Policies.
- Assisting the Nominating Committee with **filling vacancies on several committees** (Student Library Advisory Council, Advisory Committee for Director, Recreation Services, Integrative Health Initiative Scientific Advisory Board, etc) and with the GSA Council Election for the Dean of Education Selection Committee and Dean of Arts Review Committee.

Management Report to the GSA Board, October 29, 2014

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on October 22, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Intensive review of GSA judicial policy and some 8-10 associated bylaws and policies (series of meetings with the GSA ERC and GSA GC, revisions, and preparing for a review of the proposed revisions and additions with the GSA's lawyers), prayer and meditation space (discussions with the SU and strategizing next steps), planning for the early call for talent, HR, review of the Health and Dental Reserve Fund (HDPRF) rolling plan, GSA communications strategy (continued work on the GSA website), assisting with the adjudication of the Alberta Graduate Citizenship Award and preparing for the opening of the application period for GSA Awards, Winter Orientation planning, attending GPAC to get feedback on GSA departmental orientations and how to get into departments we've never visited, cost of living analysis for the Graduate Tuition and Funding Data Collection Committee.
- **Bylaw and Policy Review** – Bylaw and Policy review (**Editorial:** integrating bylaw and policy into one document (a draft has been prepared and will be reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a "definitions" section and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.** Hoping to pick up work on this very soon as it has temporarily stalled due to numerous other initiatives.

Grants and Operations

- **Social Media:** Facebook = 509 likes (up 2 from October 22), Twitter = 286 followers (up 5 from October 22).
- **Grants review and processing:**
October 1 - December 31 Funding Period: Professional Development Awards (\$106,401 is available for each period (but \$112,990 was available for this period due to under-expenditure in period two), of which \$90,102 remains) and 47 applications submitted this period (14 pending processing), Childcare Grants (\$44,210 is available for each period (but \$48,422 was available for this period due to under-expenditure in period two), of which \$4,422 remains; period closed October 1, 2014) and 30 applications submitted this period (1 pending processing), Academically-Related Student Group Awards (\$3,562.50 is available for each period (period opened with \$4,870.25 due to under-expenditure in period two), of which \$4,870.25 remains) and 0 applications submitted this period, Emergency Bursaries (no periods; \$153,068 is available for the fiscal year, of which \$115,231 remains) and 20 applications submitted since April 1, 2014 (3 pending processing). **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

Week in Review – Office Operations:

- Assisting with the adjudication of the **Alberta Graduate Citizenship Award** and aiding with forward thinking on advertising strategies for next year's competition.
- **Grants processing** and assisting with review of the GSA website and communications strategy.
- Organization of **GSA financial and grants records and a clean up of the Google Drive.**
- **GSA ERC and GSA GC support** and related research – a tremendous level of work is ongoing.
- Assisting the Nominating Committee with **filling vacancies on several committees** (advisory search committee for VP Advancement, Advisory Committee for Director, Recreation Services, Integrative Health Initiative Scientific Advisory Board, etc).

Management Report to the GSA Board, November 5, 2014

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on October 29, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Continuing the intensive review of GSA judicial policy and some 8-10 associated bylaws and policies (further meetings with the GSA ERC and GSA GC, revisions, reviewing the proposed revisions and additions with the GSA's lawyers, and preparing for GSA ERC and GSA GC email votes), prayer and meditation space (discussions with the SU and strategizing next steps), planning for the early call for talent, HR, GSA communications strategy (continued work on the GSA website), assisting with the adjudication of the Alberta Graduate Citizenship Award and preparing for the opening of the application period for GSA Awards, and Winter Orientation planning.
- **Staffing Changeovers** - Lisa's last day with the GSA was Friday, October 31, and Julie has taken over as **Nominating Coordinator**. Laura has returned part-time to the **EA position**. Fiona will now begin training and transitioning into the new **student group/grants** position.
- **Bylaw and Policy Review – Editorial:** integrating bylaw and policy into one document (a draft has been prepared and will be reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a "definitions" section; and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents**. Will begin picking up on this as Fiona R. is trained into the position.

Grants and Operations

- **Social Media:** Facebook = 512 likes (up 3 from October 29). **Our Facebook posts reached 1,621 users this week** - thanks in large part to Nathan's Halloween photo. Twitter = 290 followers (up 4 from October 29). **Our Twitter posts were viewed by 409 people this week and 76 people followed our posted links.**
- **Grants review and processing:**
October 1 - December 31 Funding Period: Professional Development Awards (\$106,401 is available for each period (but \$112,990 was available for this period due to under-expenditure in period two), of which \$85,602 remains) and 56 applications submitted this period (12 pending processing), Childcare Grants (\$44,210 is available for each period (but \$48,422 was available for this period due to under-expenditure in period two), of which \$4,422 remains; period closed October 1, 2014) and 30 applications submitted this period (1 pending processing), Academically-Related Student Group Awards (\$3,562.50 is available for each period (period opened with \$4,870.25 due to under-expenditure in period two), of which \$4,870.25 remains) and 0 applications submitted this period, Emergency Bursaries (no periods; \$153,068 is available for the fiscal year, of which \$111,231 remains) and 22 applications submitted since April 1, 2014 (0 pending processing). **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

Week in Review – Office Operations:

- **Early Call for Talent and Training** - work on preparing documents and training sessions for the Early Call program.
- Further adjudication of the **Alberta Graduate Citizenship Award** - adjudication will finish on November 7.
- **Training on grants processing and continued review** of the GSA website and communications strategy.
- **GSA ERC and GSA GC support** and related research – a tremendous level of work is ongoing.
- **Training and transition** for the Nominating Coordinator. **Work filling vacancies on several committees** (advisory search committee for VP Advancement, Advisory Committee for Director, Recreation Services, HCAG, FGSR Council Alternates, etc).

Management Report to the GSA Board, November 12, 2014

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on November 5, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Preparing materials for the upcoming Council meeting, including finalizing the documents (in preparation of the first mailing) associated with the intensive review of GSA elections and judicial policy and, associated bylaws and policies (further meetings with the GSA ERC and GSA GC, revisions, reviewing the proposed revisions and additions with the GSA's lawyers, and preparing for GSA ERC and GSA GC email votes), planning for the early call for talent, HR, GSA communications strategy (continued work on the GSA website), assisting with the adjudication of the Alberta Graduate Citizenship Award and preparing for the opening of the application period for GSA Awards, and Winter Orientation planning.
- **Bylaw and Policy Review** – Preparing updated versions of "If Approved" GSA Bylaw and Policy for items to be considered at GSA Council on November 17; **Editorial:** integrating bylaw and policy into one document (a draft has been prepared and will be reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a "definitions" section; and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.** Will begin picking up on this as Fiona R. is trained into the position and Laura returns beginning on a part-time basis.

Grants and Operations

- **Social Media:** Facebook = 512 likes (no change from November 5). **Our Facebook posts reached 392 users this week**, down from 1,691 last week (spike due to Halloween photo). Twitter = 289 followers (down 1 from November 5). (Statistics on post views from Twitter are unavailable due to the early mailing of this report). *We have been updating Facebook/Twitter on a daily basis for two months now and the overall result is that our likes/followers have been increasing, and more importantly, more people are seeing our posts on a regular basis.*
- **Grants review and processing:**
October 1 - December 31 Funding Period: Professional Development Awards (\$106,401 is available for each period (but \$112,990 was available for this period due to under-expenditure in period two), of which **\$83,602 remains**) and 60 applications submitted this period (6 pending processing), **Childcare Grants** (\$44,210 is available for each period (but \$48,422 was available for this period due to under-expenditure in period two), of which **\$4,422 remains; period closed October 1, 2014**) and 30 applications submitted this period (0 pending processing), **Academically-Related Student Group Awards** (\$3,562.50 is available for each period (period opened with \$4,870.25 due to under-expenditure in period two), of which **\$4,870.25 remains**) and 0 applications submitted this period, **Emergency Bursaries** (no periods; \$153,068 is available for the fiscal year, of which **\$107,231 remains**) and 24 applications submitted since April 1, 2014 (1 pending processing). **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

Week in Review – Office Operations:

- **Early Call for Talent and Training** - work on preparing documents, training sessions, and a webpage for the Early Call program.
- Preparation of the **first mailing for November Council.**
- Compiling the adjudication rankings for the **Alberta Graduate Citizenship Award.**
- **Training on grants processing and continued review** of the GSA website and communications strategy. **Beginning work on updating grants application forms to Google Forms.**
- **GSA ERC and GSA GC support** and related research – a tremendous level of work is ongoing.
- **Labour advice and assistance** to several graduate students and departments.
- **Supporting NoC work filling vacancies on several committees** (Advisory Search for VP Advancement (including online Council election), FGSR Alternates, Health Centre Advisory Group, and TLEF Selection Committee).